

Buckeye Bulletin

Volume 53 - Issue 22 - January 2023



Educational Office Professionals of Ohio

President's Message

I'm so proud of what we accomplished together in 2022 and I'm excited to continue our successes in the new year. There is no team I would rather be part of (sorry for the dangling participle, but you get the idea).

As 2022 comes to a close and the we flip the calendar, doesn't it somehow feel like the new year brings a fresh start and new possibilities? Whether you are making a list of resolutions or a bucket list, I hope you check them all off this year. As a member of EOPO, I certainly hope attending the 2023 Fall Conference for professional development and/or participating in the Professional Standards Program (PSP) via NAEOP make your list.

I can't wait to see what the new year brings.

I wish you all the best that life has to offer. I hope you find peace, happiness, good health, friendship, and love. I also hope you find success in all your endeavors because I am looking forward to seeing you achieve your goals.

Happy New Year EOPO!

From Dana Hoffman, CEOE
Westlake City School District

New Member Spotlights

Please join us in welcoming our new members!



- [Jill Mikoy](#) Lee Burneson Middle School, Secretary to the Assistant Principal (7/7/2022)
- [Leslie DeDauw](#) ESC of Northeast Ohio (8/22/2022)
- [Yolena Michaud](#) Trotwood City Schools (10/6/2022)
- [Lynn Cardoza](#) Baldwin Wallace University, Depts. of Computer Science, Engineering, Mathematics & Physics (12/5/2022)
- [Barbara Rethas](#) Baldwin Wallace University, Department of Biology & Geology (12/5/2022)

Awards

The deadline is **January 6**.

It is also time to start thinking about nominations for the following positions:
President Elect, VP, Secretary, and Membership Director.
Karen Sever will accept nominations January 3 to March 3.

Voting will be from March 15 to March 31.

Contact Information

Awards: Lunetta Clark

Lclark@chuh.org

Scholarship

Scholarships

EOPO offers two scholarship opportunities available for members and students.

1. The **\$500 Martha L. Leach Member Scholarship** is the member scholarship which is available for the purpose of assisting members of EOPO who 1) wish to continue their formal education, 2) wish to work towards a degree, or 3) are pursuing a Professional Standards Certificate through NAEOP.
1. The **\$1,000 Lila M. Van Sweringen Scholarship** is the student scholarship which is available to all Ohio students who attend Ohio High Schools and will be attending a post-secondary institution in the fall after high school graduation. The scholarship will be awarded to one student who wishes to pursue an office-related career.

Scholarship applications are due by January 6, 2023, to Darlene Lewis. Her contact information is on the application forms. Applications are available at <https://eopo-oh.org/>.

Want to join EOPO?

EPOO Membership Application

Click here to begin the application process and learn more!

Make check payable to Educational Office Professionals of Ohio (E.O.P.O.), mail both check and application to: **Jeanette Jordan, Treasurer - 825 Waycross Road, Cincinnati, OH 45240.** If you have any questions please contact Jeanette at: **PH: 513.619.2311 OR EMAIL: Jordan.jeanette@wintonwoods.org**

MISSION

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

Important Dates



EPOO Board of Directors 2022-23 Calendar of Events



| | |
|-----------------|---|
| January 6, 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 Taylor Reed treed@southernohioesc.org |

2022-2023 EPOO Board of Directors



President

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



President - Elect

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



Vice President

Veronica Dredek
Baldwin Wallace University
vdrdek@bw.edu



Secretary

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



Treasurer

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



Membership Director

Yolena Michaud
[yolenamichaud@trotwood.k12.oh.us](mailto:yolenamichaud@trotwoodking12.oh.us)



Awards Chair

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



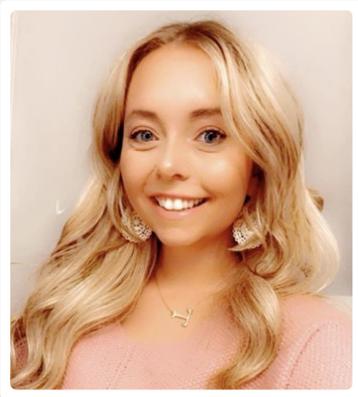
Scholarship Chair

Darlene Lewis, CEOE
Marion Technical College
Administrative Assistant
lewisd@mtc.org



Ways & Means Chair

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



Marketing & Social Media Chair

Taylor Reed
Southern Ohio ESC
Administrative Assistant
treed@southernohioesc.org



Sunshine Chair

Alison Crowe
ESC of Northeast Ohio
Administrative Assistant
alison.crowe@escneo.org



Nominations & Elections

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



Retiree Committee Chair

Michele Newton
Retired
micheleanewt@gmail.com



Past President & PSP Chair

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



Webmaster Chair

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



National Association of Educational Office Professionals (NAEOP)

National Association of Educational Office Professionals (NAEOP)

Are you looking for more professional development opportunities in 2023? If you answered “yes,” you should check out NAEOP (<https://www.naeop.org/>). 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, consider joining NAEOP (<https://www.naeop.org/membership>). Membership multiplies the number of occasions you can learn and grow.

Professional Development:

- Podcasts on the Go – two remaining times to join, more information at [Podcast On The Go Linked Here](#)
- Winter Summits are scheduled for February 21 & 23, 2023, more information coming soon
- NAEOP Annual Conference: July 16-19, 2023, in Omaha, Nebraska
- Visit the Events drop down from the main NAEOP menu

NAEOP Professional Standards Program (PSP)

Have you ever wondered why EOPC 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

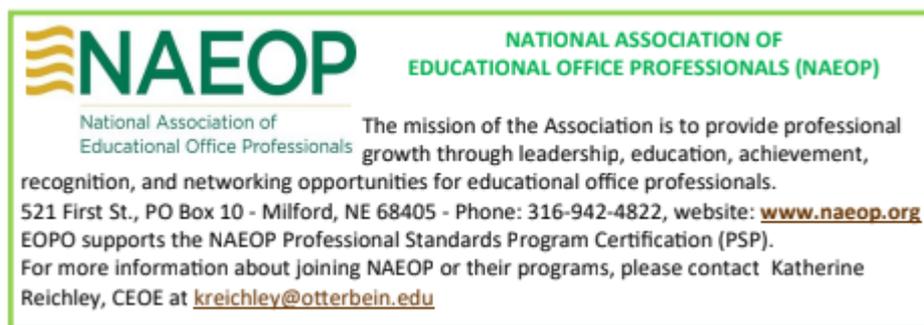
Association responsibility or participation points which are based on professional memberships, committee participation, and leadership roles

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

NAEOP Student with Special Needs Scholarship

EPO is interested in sponsoring a student for the \$500 NAEOP Student with Special Needs Scholarship. The eligible student must be a senior or graduating from high school this year and attending some kind of college or next step program. The student must be on an IEP. If you know a student from your school or your family who meets these requirements, contact Katherine Reichley at kreichley@otterbein.edu. Applications will be available around February 1 and must be submitted by March 10 in order to meet the national deadline of March 15.



2023 NAEOP Northeast Area Conference - Coming to Ohio April 25-27, 2023

EPO accepted the opportunity to host the Northeast Area of NAEOP professional development conference.

We have rooms available at the Holiday Inn Cleveland-S Independence for \$109 plus tax/fees a night. There will be a Meet & Greet in the hotel restaurant on Tuesday evening, April 25. The conference sessions on April 26-27 will be held at the Educational Service Center (ESC) of Northeast Ohio also in Independence.

We are currently contacting speakers so we can finalize the program. The plan is to have registration materials ready in early February. If you are interested in helping plan this conference or have ideas for

Our keynote workshop will be presented by Lisa Ryan who lives in the area. Her session is called Communication Strategies for the Workplace and Beyond and described as follows: "As an office professional, you want to ensure that everything runs as smoothly as possible. However, with all of the changes over the past couple of years and the constant leadership changes you're dealing with regularly, it can be difficult to get and keep everyone on the same page. Understanding how to communicate with others who are wired differently than you are - whether by understanding their personality style or the generation in which they were raised - can make your life a lot easier."

In case you can use these -

[Hotel Link Here!](#)

[Lisa Ryan Speaks Website Link Here!](#)

NAEOP

When

Tuesday, April 25th, 9am

Where

Independence, OH, USA

Independence, OH

More information

April 25-27, 2023 -

Northeast Area of NAEOP Conference (Hosted by EOPO)

EOPO Annual Conference

When

Friday, Oct. 6th, 9am

Where

Cleveland, OH, USA Cleveland, OH

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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*

ALLIANCES:

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



Educational Office Professionals of Ohio (EOPO)

Created by Taylor Reed
Marketing & Social Media Chair

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