



President's Message

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



Educational Office Professionals of Ohio held our Fall 2022 conference on Friday, October 7th at Otterbein University.

Post conference evaluations indicate that this was one of our best conferences to date. We kicked off the event with a Happy Hour on Thursday evening where the networking was fun and lasted far longer than an hour.

Professional development presentations were provided by Steve Haffner and Tandy Pryor. Steve's first session was "From A-ha to Ta-da!" and his second session was "Disruptions, Deceptions & Decisions." Steve is a professional speaker, a decision performance specialist, and a former magician. In the most fun way possible, he taught us about redirecting task-level attention, trust, confidence, and identifying decision options. Tandy was back by popular demand and her session was titled, "Ancient Wisdom, Modern Application, Feng Shui to Create Your Space for Success." She is a coach who teaches that owning your power is the key to having more freedom and opportunity.

Ways and Means offered several baskets for raffle and raised over \$600 toward EOPO scholarships. This year, our service project was for The Promise House at Otterbein University. It is a student-led community resource center. They were happy to accept donations of food, toiletries, gift cards, and cash. We were even able to provide head shots for just \$10.

EOPO has a lot to offer our members. We were just named a recipient of the 2022 Cincinnati Award recognizing our organization as one that implements programs to generate a competitive advantage and long-term value.



Data is showing that our jobs as Administrative Professionals are changing. EOPO offers high quality professional development to keep our members operating at a high skill level and we offer a scholarship to help with the cost of higher education. Through NAEOP, we offer professional certification to keep you competitive. Finally, we provide networking opportunities at each conference and we are planning social events for additional opportunities to make connections.

- By 2025, 50% of employees will need to re-skill (Shelagh Donnelly, ExceptionalEA.com).
- 47% of Administrative Professionals have completed some type of professional certification (2022 ASAP State of the Profession survey)
- Networking is one of the top 10 power skills for Administrative Professionals (2022 ASAP State of the Profession survey).

With EOPO, you are in the right place to grow as an Administrative Professional. Let's not be the best kept secret. Please spread the word and help us grow as an organization so we can continue to help each other be the best office professionals in the education industry.

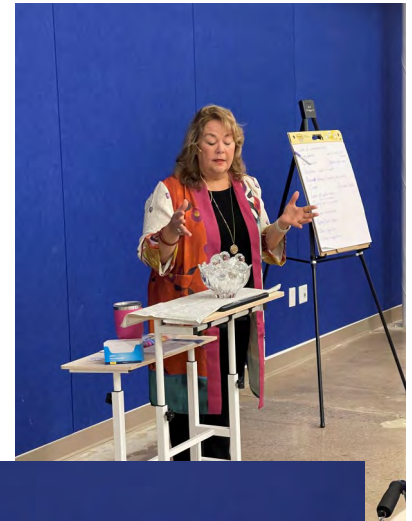
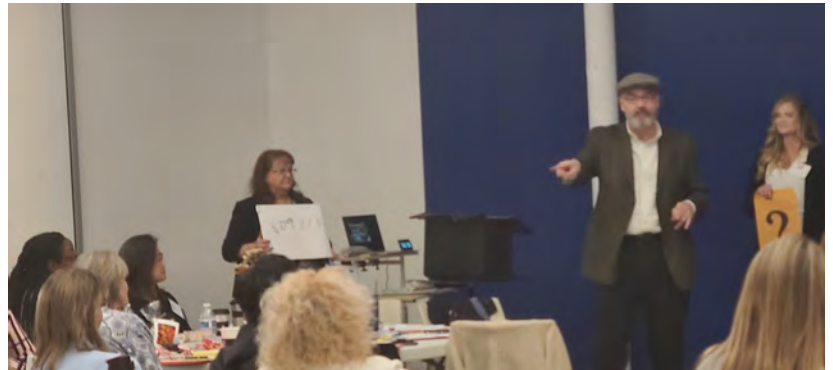


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EPOO 2022 Annual Conference Photos

Pictures below are of the speakers and attendees participating in the presentations...



EPOO 2022 Annual Conference Photos

Pictures below are of the attendees...



EOPo 2022 Annual Conference Photos

Pictures below are the winners of the raffle baskets...



Lori Dietz
Learn To Fold Book



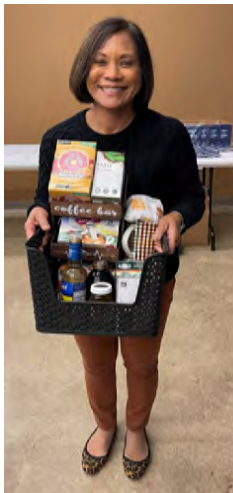
Lori Dietz
50/50 Raffle



Hannia Abed
\$30 EOPo Spirit Wear



Holly Terely
Mexican Happy Hour



Jeannette Jordan
Coffee Bar



Karen Sever
Pamper Yourself



Loren Cross
EOPo Membership



Coleen Vogelgesang
Adult Relaxation



Katherine Reichley CEO
Beautiful Hands & Nails



Chelsea Glezen
Lottery Tree



Rhonda Cochran
Movie Snacks & Gift Card



Yolena Michaud
Dog Lovers



Yolena Michaud
Words of Inspiration



Wendy Main
NAEOP Membership

EPOO 2022 Annual Conference Photos

Pictures below are the winners of the raffle baskets...



**Kelly Rocco, CEOE
Glamour Girl**



**Lisa Zuk
Indoor Herb Garden**



**Lisa Zuk
Ladies Cardigan w/EPOO Logo**

2022-2023 Board of Directors who were in attendance at the conference



**Back Row (L-R): Lisa Zuk, Lunetta Clark CEOE, Jeanette Jordon, Darlene Lewis CEOE, Katherine Reichley CEOE, Coleen Vogelgesang, Karen Sever PSP, Lori Dietz
Front Row (L-R): Dana Hoffman CEOE, Kelly Rocco CEOE, Michele Newton CEOE**

Committee Reports

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



The mission of NAEOP is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals. The RECOGNITION aspect is achieved through awards and scholarships offered by NAEOP. As an affiliate of NAEOP, EOPO can recommend people for national awards and scholarships. In most cases, this is done by you nominating someone for our state awards and scholarships.

Help us locate wonderful administrators and office professionals and help the person submit an EOPO award nomination. Help us locate a deserving student and propose them for the EOPO scholarship. Winners of state awards and scholarships will be asked to submit applications for the NAEOP level opportunities by their March 15, 2023, deadline.

NAEOP also offers a \$500 scholarship to a special needs student to further their education beyond high school. We do not offer a similar scholarship in Ohio. If you know of a student who is on an IEP and heading to further their education, please contact me so we can possibly apply for the national scholarship when the forms are available in late January 2023.

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

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.

Webmaster - Lori Dietz

A new website will be launching soon, watch your emails for details. Visit our current website, <https://eopo-oh.org/> then sign in under “Member Area Login” to view. Thank you.

Membership - Vacant

We are in need of a Membership Director, if you’re interested please contact Dana Hoffman, CEOE at 440.835.6303 or hoffmand@wlake.org.



Marketing & Social Media - Lisa Zuk

We are in need of a new Editor for the Buckeye Bulletin. It’s been a pleasure to create a quarterly newsletter for the membership but it’s time to pass the “Typewriter,” L.O.L., over to someone else. If you’re interested please contact Lisa Zuk at 440.653.3874 or zuk@wlake.org.

Committee Reports

Ways & Means - Kelly Rocco, CEOE

Thank you everyone who donated raffle baskets for the 2022 conference. These baskets were a huge hit and drew in \$600 for a future scholarship recipients. A special thank you to my committee members for your help in making the raffles a success.

Shop Online for EOPO Spirit Wear...

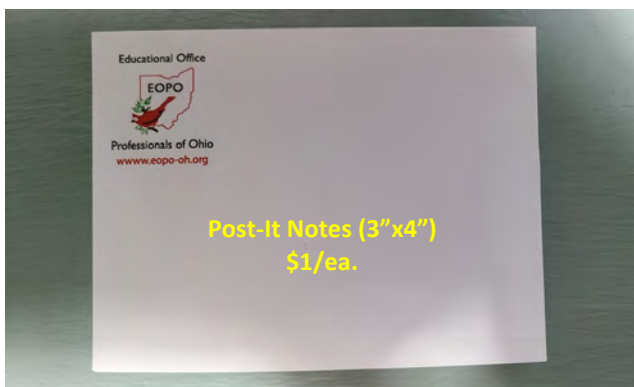
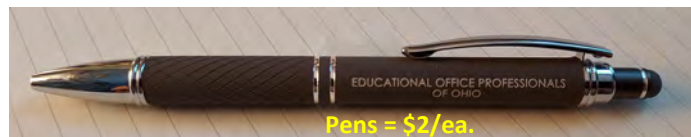
Visit EOPO website to purchase EOPO branded products such as sweaters, blouses, polos, hand sanitizers, koozies, name badge reel, pen and lots more. We're encouraging you to order something today! Show your EOPO spirit at your office and at future EOPO Conferences.

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.

Membership Application



EDUCATIONAL OFFICE PROFESSIONALS OF OHIO MEMBERSHIP APPLICATION

NAME: _____
Last First MI

PREFERRED MAILING ADDRESS:

City State Zip + 4

SCHOOL/DISTRICT NAME: _____

COUNTY: _____ POSITION/TITLE: _____

PREFERRED CONTACT NUMBER: _____

PREFERRED EMAIL ADDRESS: _____

BIRTH DATE: Month: _____ Day: _____

I heard about EOPO through _____

CEOE Designation? YES _____ NO _____ PSP Certification? YES _____ NO _____

Would you like to receive information about NAEOP? (Website: www.naeop.org) YES _____ NO _____

Membership is one full year after funds and application are received. Please check the appropriate membership.

___ Active Member - \$20.00 (New or Renewal)

Active Membership is open to any educational office employees in both private and public educational systems in Ohio, or in organizations related to education, upon payment of the annual membership dues. Active members shall be entitled to vote, hold office, serve on committees, and participate in discussions at the meeting of the Association.

___ Associate Member - \$15.00

Associate Membership shall be open to persons who are not eligible to be active members, but who are interested in advancing the purpose of the association and who have paid annual dues. Associate members shall have all the rights and privileges of active members except that of voting and holding office.

___ Retired Member - \$10.00

Retired Membership shall be open to any retired educational office employee who has been a member of the Association and who has paid the annual dues. Retired members shall have all the privileges of active members except that of holding office. A retired member shall receive twenty-five percent (25%) reduction in conference registration fees.

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**

Professional Development Opportunities



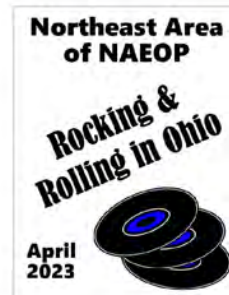
• EOPO Annual Conferences

- ◆ October 6, 2023 - Cleveland, OH
- ◆ October 2024 - Cincinnati, OH

• NAEOP

- ◆ April 25-27, 2023 - Northeast Area of NAEOP Conference (Hosted by EOPO) in Independence, OH
- ◆ July 16-19, 2023 - Omaha, Nebraska

National Association of Educational Office Professionals
2023 Annual Conference
July 16-19, 2023
Omaha, Nebraska



Northeast Area of NAEOP Conference
Hosted by EOPO
April 25-27, 2023
ESC of Northeast Ohio
Independence, Ohio

Holiday Inn Cleveland-S Independence
6001 Rockside Rd.
Independence, Ohio 44131
\$109 plus tax/fees (normally \$149)
Many restaurants within walking and driving distance

Keynote Workshop by Lisa Ryan, <https://lisaryanspeaks.com/>

Contact Katherine Reichley, kreichley@otterbein.edu, if you want to help with the planning.

Top Three Superhuman Keyboard Shortcuts

Picture this: you're at your desk completing a techy task by navigating your way through various steps. A coworker walking by notices what you're doing, and stops by to share a keyboard shortcut with you that makes what you're trying to do so much easier. In this article, you will find some superhuman keyboard shortcuts that you can learn if you don't already know them, and share them with your team the next time the opportunity presents itself for you to also be a modern day office hero.

Ctrl+F and **Ctrl+G**

While this is a more commonly known shortcut, I still meet people who don't know about it, so I mention **Ctrl+F** and **Ctrl+G** any chance I get. Pressing **Ctrl+F** opens the "Find" field. When you enter it, you can search through whatever text is displayed on virtually any program, whether that be an email you have open, an Internet Browser, or a document. Additionally, you can use **Ctrl+G** to repeat a search (that you've done using **Ctrl+G**) in another document or on a web page. On Apple computers, use **Command+F** or **Command+G** to use these shortcuts.

Ctrl+P

Another handy shortcut that can save you some time is **Ctrl+P**, which will open a print preview of whatever page or document you're viewing. On Apple computers, use **Command+P** to use this shortcut.

Ctrl+Z and **Ctrl+Y**

These keyboard shortcuts will make for any of your editing to be speedier and more efficient. By pressing **Ctrl+Z** you can undo any change in your written work. Seriously. Remove an image you just pasted, revert back to the original image size if you don't like how it cropped, and bring back text you have cut. By pressing **Ctrl+Y**, you can redo the undo to get back to the previous version of whatever it is you're working on. On Apple computers, you can use **Command+Z** and **Command+Y** to undo and redo.

NAEOP PROFESSIONAL DEVELOPMENT COMMITTEE PRESENTS...
National Association of Educational Office Professionals

PODCASTS ON THE GO

JON ACUFF
ALL IT TAKES IS A GOAL
September 26/November 28

JEFF SANDERS
THE 3AM MIRACLE
January 23/March 27

HOW IT WORKS

The podcast link will be sent out on the day indicated. You will have 10 days to listen to the designated 20-30 minute podcast as often as desired and take notes. We will host a one-hour discussion on the topic on the date indicated. A certificate for up to 1.5 hours of education credit, per session will be given to those who attend the discussion.

DATES:

Podcast released/Discussion date

September 26/October 5
November 28/December 7
January 23/February 1
March 27/April 5

DISCUSSION TIMES:

4:00 PM - PST, 5:00 PM - MST,
6:00 PM - CST, 7:00 PM, EST

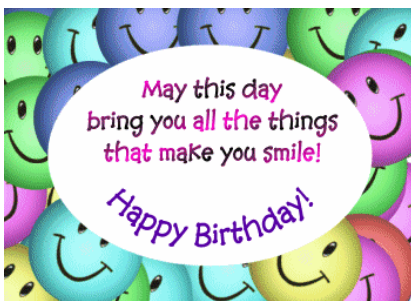
Registration link for participation - <https://forms.gle/12h5lCyDjNCIKoYC8>
Links to discussions will be sent to those who register prior to the session release.



**EOPO
Board of Directors
2022-23
Calendar of Events**



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 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 Lisa Zuk



October

Rhonda Dulaney - 10
Holly Montgomery - 26

November

Wendy Heslink, CEOE - 1
Tracie Pabon - 3
Audrey Bonar - 7
Kristine Kozlowski, CEOE - 15
Nancy Caldwell - 16
Lucy Morgan - 23
Laura Foltz - 30

December

Dana Hoffman, CEOE - 4
Annette Wissel - 11
Melinda Jencson - 15
Jill Mikoy - 15
Kris Simecek - 16
Judy Gagnier - 18
Carol Gileot - 23
Lori Dietz - 29
Jenny Russell - 30

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
Affair zuk@wlake.org

**Webmaster Chair**

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

**Vice President**

Veronica Drdek
Baldwin Wallace University
vdrdek@bw.edu

**Scholarship Chair**

Darlene Lewis, CEO
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 Affair
(zuk@wlake.org)

**Treasurer**

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

**Ways & Means Chair**

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

**Membership Director**

Vacant
Director Needed

**Sunshine Chair**

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

**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**

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 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*

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