



EDUCATIONAL OFFICE  
PROFESSIONALS OF OHIO

# E O P O

## *We're Stronger Together*

***Buckeye Bulletin***

***Quarter 1 - 2023***

### **President's Message**

I hope this message finds you all in good health and high spirits. As we navigate the challenges and opportunities that lie ahead, I wanted to take a moment to reflect on the incredible journey we've just embarked together as an organization.

Educational Office Professional of Ohio Fall 2023 Conference. First and foremost, I want to express my deepest gratitude to each and every one of you for your unwavering dedication and commitment to the Fall Conference. Without your passion and hard work, we wouldn't have achieved the remarkable successes we have to date. Your efforts have been the cornerstone of our accomplishments. There were a variety of professional development presentations that had each one of us thinking. Evaluation results will be posted in the newsletter. Ways and Means offered several baskets for raffle and raised over \$424.50 toward EPOPO future scholarships. Thank you everyone for your contributions.



It's important to remember that an organization is more than just a collection of individuals; it's a collective force for change and progress. Together, we have created a community that fosters innovation, collaboration, and inclusivity. We've empowered individuals and communities, and we've made a positive impact in the lives of many.

Looking forward, I am excited about the opportunities that lie ahead for us. Our mission remains steadfast, and our commitment to making a difference in the world is unwavering. Together, we will continue to set new goals and rise to new challenges. Our collective strength is our greatest asset.

I encourage all of you to continue contributing your unique talents and perspectives. In the diversity of our experiences and ideas, we find our greatest potential for growth and success. Let's

continue to work together, learn from one another, and support each other as we strive for excellence.

Communication continues to be a crucial aspect of our organization. It facilitates the exchange of information, ideas, and feedback among members of the organization, and it plays a vital role in achieving the organization's goals. Effective communication can improve teamwork, productivity, employee satisfaction, and overall organizational success.

Listed below are the current communications within our organization:

- **Upcoming Board Meeting** – The Board of Directors will be meeting virtually on Tuesday, December 12, 2023. Anyone in the organization can join us. Please email me if you're interested in attending.
- **Open Position on the Board of Directors** - We are still in need of a President-Elect, if you know of anyone interested please have them contact me. Job duties for this position are in our Bylaws. If anyone needs a copy of the Bylaws, please email me at [zuk@mywlake.org](mailto:zuk@mywlake.org) or visit our website.
- **Awards and Scholarship** - Deadline for awards and scholarships submission is Friday, January 5, 2024. EOPO offers two awards and two scholarships every year. You may not understand the importance of these awards and scholarships we offer. With EOPO, you're in the right place to be stronger. Here's how,
  - Who can apply for the following awards, any member and educational administrator.
    - The **Jacquelyn Myers Office Professional of the Year Award** is presented to a member who has been nominated by his/her peers based on his/her personal and professional accomplishments, membership activities, and contribution to education. The recipient must be a current member of NAEOP (our affiliate organization – National Association of Educational Office Professionals) as well since the member may then be nominated for NAEOP's annual award.
    - The **Educational Administrator of the Year Award** allows any EOPO member to nominate a currently employed educational administrator based on his/her personal and professional accomplishments and contributions to education.
  - Who can apply for the following scholarships, any member and any Ohio High School student.
    - 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.
    - 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.
- **Membership** - Please be patient with the Membership Committee as they gather correct information for the roster. Some members' membership has expired or will be expiring during the month of October. I've sent membership invoices to those members. Some of the members have gotten back to me indicating they're not renewing their membership. If you've received an invoice and wish not to renew your membership please let us know so we can

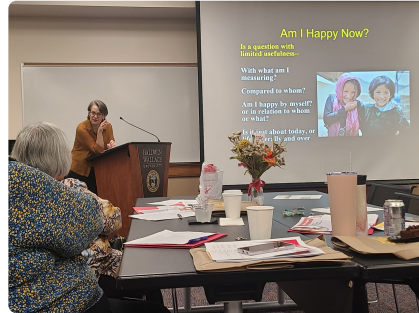
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I encourage all of you to continue contributing your unique talents and perspectives. Let's continue to work together, learn from one another, and support each other as we strive for excellence. Because "EOPO - We're Stronger Together."

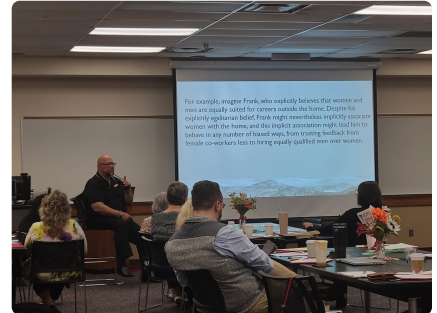
### 2023 EOPO Fall Conference



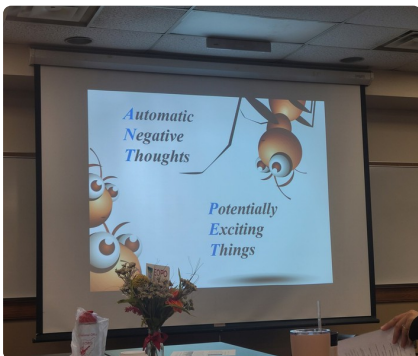
**Kingsley Magpoc**



**Kim Langley**



**Jay T. Hairston**





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## New Member Spotlights

- Ashleigh Johnson
- Teri Hedrick
- Sharon Kufel
- Jodi Novotny
- Megan Thompson
- Tracey Deal
- Ashleigh Thomms



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## *Awards and Scholarships*

The Educational Office Professionals of Ohio is dedicated to promoting professionalism through developing skills, enhancing knowledge, and encouraging growth. To uphold our mission, EOPO offers opportunities to recognize exemplary professionals and support growth in the field through Awards and Scholarships.

### *Awards*

EOPO offers two awards honoring a member and educational administrator.

1. The Jacquelyn Myers Office Professional of the Year Award is presented to a member who has been nominated by his/her peers based on his/her personal and professional accomplishments, membership activities, and contributions to education. The recipient must be a current member of NAEOP (our affiliate organization – National Association of Educational Office Professionals)

as well since the member may then be nominated for NAEOP's annual award.

2. The Educational Administrator of the Year Award allows any EOPO member to nominate a currently employed educational administrator based on his/her personal and professional accomplishments and contributions to education.

Award nominations are due by January 5, 2024, to Lunetta Clark.

## **Scholarships**

EOPO offers two scholarship opportunities available for members and students.

1. The \$500 Martha L. Leach Member Scholarship is the member scholarship that 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.

2. The Lila M. Van Sweringen Scholarship is the student scholarship that 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 5, 2024, to Darlene Lewis. Her contact information is on the application forms.

If you have any questions or are interested in learning more about the available Awards or Scholarships, please reach out to Lunetta Clark, Awards Chair, or Darlene, Lewis, Scholarships Chair, today at the conference. They also need committee members to help with the selection so feel free to volunteer.

***All applications are available on the EOPO website.***

***[eopo-oh.org](http://eopo-oh.org)***

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# **NAEOP**

## ***National Association of Educational Office Professionals***

National Association of Educational Office Professionals (NAEOP)

At the 2023 NAEOP Annual Conference, EOPO received the following 2023 awards:

Affiliate of the Year, 76-150 Members

Rachel Maynard Award for Excellence in Communication, First Place, 76-150 Members

Website Award, Second Place, 76-150 Members

The two students we nominated were recipients of the NAEOP Marion T. Wood Student Scholarship. The are:

Megan E. Wroblewski, Graduate of Chesapeake High School  
Brady Ouhl, Graduate of Piqua High School

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 where you can learn and grow. Stay informed about professional development opportunities at <https://www.naeop.org/pd-opportunities>. Some of the upcoming opportunities include the following:

- NAEOP Virtual Summit "Spreadsheet Tips, Tricks, "Well-Kept Secrets" - November 8, 2023, 12-3:30 pm EST, More Information at <https://www.naeop.org/virtual-summit>
- Northeast Area of NAEOP 2024 Conference, May 1-3, 2024, North Conway, New Hampshire
- September/October 2023 NAEOP Newsletter is available at

<https://www.naeop.org/learn-newsletter>, check out all the news about the July conference

#### NAEOP Professional Standards Program (PSP)

The NAEOP Professional Standards Program (PSP) is one way to celebrate the good work you do and professional development in which you participate. If you meet the following minimum criteria, you can apply for PSP certification.

- Member of the National Association of Educational Office Professionals (NAEOP)
- 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

More information is available on the NAEOP website at <https://www.naeop.org/professional-standards-program-ppsp>. I would love to work with you to gain your certification. Please contact me at [kreichley@otterbein.edu](mailto:kreichley@otterbein.edu) to get started. We can also strategize about how to get





## **New Sunshine Chair**

Guy Chambers

Joining us from Southern Ohio Educational Service Center, Guy Chambers will serve on the EOPO Board of Directors as our Sunshine Committee Chair. As the Chair of this Committee, Guy will be sending out cards to any individuals who have a need for sympathy, birthday, celebration, or get well soon cards for the members of EOPO, as well as attend regular board meetings and the annual conference. Guy has worked with the Southern Ohio ESC for a little over a year as an Administrative Assistant. Guy has a Bachelor's Degree in Vocal Performance from Wright State University and earned his Master's Degree at the University of North Carolina Greensboro, also in Vocal Performance.

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## **About 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.

### **Our Mission**

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

### **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.

### **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.

### **Our Alliances**

Buckeye Association of School Administrators

Ohio Association of Elementary School Administrators  
Ohio Association of Secondary School Administrators  
Coalition of Rural and Appalachian Schools

## **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.

## ***EOPO Membership***

### 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 based on his/her personal and professional achievements and contributions to education.

**BECOME AN EOPO MEMBER**

Click her for more details and our membership application!

## ***Join us on Facebook***

We'd love to hear from our new members of the group!

When you join, be sure to post and share your name and why you decided to join EOPO.

<https://www.facebook.com/groups/EOPOhio/>

## ***EOPO 2023-2024 Calendar of Events***



	<b>EPOO Board of Directors 2023-2024 Calendar of Events</b>	
December 6, 2023	Agenda Items due for December 12, 2023 Board of Directors Meeting	
December 12, 2023	Board of Directors Meeting - Virtual @ 3pm	
December 15, 2023	Newsletter Information Due to Taylor Reed	
January 5, 2024	Awards Application Deadline Scholarship Application Deadline	
March 5, 2024	Agenda Items Due for the March Board Meeting	
March 12, 2024	Board of Directors Meeting - Virtual @ 3pm	
March 15, 2024	Newsletter Information Due to Taylor Reed	
June 5, 2024	Agenda Items Due for the June Board Meeting	
June 12, 2024	Board of Directors Meeting - Virtual @ 3pm	
June 15, 2024	Newsletter Information Due to Taylor Reed	

**Visit the EPOO Website**

[Click here to view our website!](#)

***EPOO Board of Directors***



**Lisa Zuk**  
President



**Dana Hoffman, CEO**  
Past President



**Veronica Dredek**  
Vice President



**Vice President Elect**  
Vacancy



**Jeanette Jordan**  
Treasurer



**Kelly Rocco**  
Ways & Means



**Taylor Reed**  
Marketing & Social Media



**Lori Dietz**  
Webmaster



**Karen Sever, PSP**  
Nominations & Elections



**Katherine G. H. Reichley, CEOE**  
Professional Standards Program Chair



**Michele Newton**  
Retiree Committee Chair



**Lunetta Clark, CEOE**  
Awards Chair



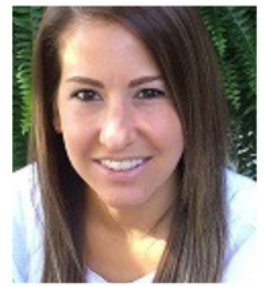
**Darlene Lewis, CEOE**  
Scholarship Chair



**Yolena Michaud**  
Membership Director Chair



**Guy Chambers**  
Sunshine Chair



**Secretary**  
Jill McCoy



**Buckeye Bulletin**

By Taylor Reed, EOPO Marketing and Social Media Chair