

PEPTALK

Vol. 74, No. 5, November 2018

PRIDE ENTHUSIASM PARTICIPATION

Pennsylvania Association of Educational Office Professionals

PAEOP 2018 Annual Fall Workshop

Theresa Brickley, PAEOP Secretary

The PAEOP Fall Workshop was held on a dreary morning at the end of October. It was dreary outside but inside, the room was full of laughter, happiness and excitement to start the professional development for the day. It was a day full of learning and comradery.

We started the day off with a hands-on Microsoft Office training. Our presenters were Jason Rasmussen, Tracy Whiteman and Kathy Ayers, Instructional Technology Staff from Great Valley School District. Tracy started off the morning with "Time Saving Tips for Microsoft Word." Her tips will enable users to work in Microsoft Word with ease and speed, even for more daunting tasks like cropping a picture in Word, pinning files for quick access and how to use the Paste Special feature. This is only a few of the many time-saving features that she shared. Jason then took over with tips and tricks for Microsoft Excel. He showed us how to use the Trim

function, change the case (upper to lower, etc.), Text to Columns, Sort & Filter, Concatenate, and many keyboard shortcuts. As a team, Tracy and Kathy provided Microsoft Outlook tips. They showed us how to import calendar events, use Quick Parts to reuse text and images, use Rules to organize your email, delay delivery of messages, how to limit Outlook notifications to your most important contacts, and use Quick Steps in Outlook, just to name a few. Wow, that was a lot to take in, but there was more! Jason led us on a journey through Microsoft OneNote with a live edit of a document by all participants to close the morning session.

It was time for a break. As we enjoyed our lunch, we heard greetings from Jennifer Cramer, PSBA Director of

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Fall Workshop Member Feedback

Marilyn Martin, CEOE, Membership Director

Conestoga Valley School District had several brand new PAEOP members who attended Fall Workshop for the very first time; I asked them for their feedback, such as: What you enjoyed, what you learned, your first impressions, etc.



Kelly Knarr, IT Support Specialist - "I enjoyed the workshop and meeting other professionals like myself. The most informative part of the workshop was the Opioid Epidemic. The numbers that were provided to us were astonishing; you don't think it is in your school district or neighborhood. This information

can help us educate our students." Kelly also appreciated the helpful tips from the "Scams and Frauds" presentation and plans to share with her friends and family.

Candi Oster, Business Office Administrative Assistant - "I enjoyed the workshop. The content of the morning was helpful. Learning some additional 'tricks of the trade' with the Microsoft products was very useful." Candi plans to keep reviewing her notes and handouts to keep on top of the new skills she learned.

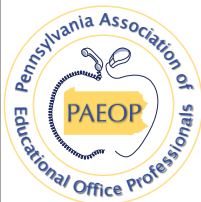


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PEP TALK



Lori Rogers – Editor
Circulation – 235

**Pennsylvania Association
of Educational
Office Professionals**

A Department of Pennsylvania School Boards Association and affiliated with the National Association of Educational Office Professionals

Founded in 1937, the Pennsylvania Association of Educational Office Professionals is a member-supported organization dedicated to the professional growth and recognition of educational office personnel as members of the educational management team. PAEOP became a department of the Pennsylvania School Boards Association in 1973.

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Co-Presidents PAEOP Message

Lynelle Fitzmier, CEOE
Bonnie J. Miller, CEOE



As Lynelle and I contemplated what our co-presidents' theme would be, we pondered over a theme that would be uplifting, yet share our passion of fellowship and enthusiasm of the association's growth. We scrutinized over simplistic slogans that provided a clear message. You may have gathered by now, she and I did a little research before coming up with Believe, Inspire, Ignite, to include a "star" for each of the "I"s within each word. You see, we believe you are all stars, and shine bright each day as an educational office professional, daughter, wife, mother, sister, aunt, grandmother, friend or colleague.

So why Believe, Inspire, Ignite as our theme, you may ask? Because we Believe in each of you! We Believe you make a difference and without you, our schools would not run smoothly, events would not be scheduled or organized, supplies not ordered, students not scheduled for classes, and principals, superintendents and supervisors would not be able to focus on their roles as leaders.

You Inspire others daily. You make a difference to the colleague who just could not get their job done without a little extra help. To the student who really needed a smile or you to tell them "good job." Your infectious smile Inspires your own child, who simply needed a hug to know everything would be alright because they had a bad day.

You Ignite friends who may be having personal challenges, and you are the inspiration they need to know this shall pass. How about the time you let the person behind you in line go ahead of you because you knew they were in a hurry? Small acts of kindness are what Ignite unsuspecting individuals. Perhaps you assisted colleagues who were down on themselves and you reminded them of their quality skills and dedication — just when they needed to hear it.

Our message is simple, but one we hope you take with you daily to remind you that you make the difference. We Believe in you and want to continue to Inspire you to be the best you can be! And over the next two years, we want to continue to Ignite you and your many talents!

Wishing you a wonderful holiday season! One where you are surrounded by loved ones, partake in scrumptious meals, and are able to embrace the time together.

Warmly,

Bonnie J. Miller, CEOE
Lynelle Fitzmier, CEOE

►►► From page 1, PAEOP 2018 Annual Fall Workshop

Conferences and Events. Lynelle Fitzmier, CEOE, Co-President, spoke about the Gertrude E. Kopf Award of Recognition and PAEOP opportunities; Marilyn Martin, CEOE, Membership Director, introduced the PAEOP Regional Representatives, shared benefits of being a PAEOP member and gave away six free memberships to non-members. Bonnie Miller, CEOE, Co-President, PSP Chairman, spoke about the PSP program, the nationally sponsored program (NAEOP). She encouraged members to go to the PAEOP or NAEOP website for additional information. Louise Mikowychok, CEOE, President Elect/Conference Planning Chair, shared 2019 Spring Conference details including the exciting news of the new location of the Radisson Hotel in Camp Hill.



After lunch, the afternoon session was about the opioid epidemic. Speaker Jacklyn Steed is a Prevention Program Manager for the Council on Chemical Abuse in Reading, PA. She spoke to us about what opioids are, provided Pennsylvania overdose data, top drugs of interest by area, and prescription drug misuse, addiction, dependence, and withdrawal. She shared how to safely dispose of medication, the PA Stop campaign, and how to obtain and use Naloxone in an overdose situation. As well, she brought attention to the Warm Handoff Program and what a Recovery Support Specialist does.

Closing the day, was presenter Mary Bach, Chairman of the Consumer Issues Task Force for AARP Pennsylvania. Mary literally waved her red flag for all of those red-flag moments in our lives. She spoke about many scams and said: "If you can spot a scam, you can stop a scam!" Some of the scams she spoke of were those imitating the IRS, tech support, grandparent, jury duty, federal grant, foreign lottery, and romance, and charities that pay a soliciting company 95% of what they collect and only 5% actually goes to the charity. Mary encouraged everyone to sign up for AARP's Fraud Watch Network at www.aarp.org/fraudwatchnetwork.

If you were unable to attend the workshop, we hope to see you at the annual Spring Conference May 1-3, 2019.

The PAEOP Officers and Conference Planning Committee thank all of the attendees and the volunteers who assisted with making the day possible, including Kathy Himes, CEOE, Charlotte Walter, CEOE and Crista DeGregorio, PSBA Partnerships Coordinator.

►►► From page 1, Fall Workshop Member Feedback

Laurie Groff, Special Education Administrative Assistant - "I really enjoyed the morning Microsoft Office training. I learned quite a few quick tips that will help me be more proficient in my job. It was very interactive and I felt our questions were answered quickly. I liked the hands-on approach as well." Laurie also enjoyed the interaction with other office professionals as well as her own co-workers in a casual setting outside of the office. All around a very informative day.

Take a few minutes to share with your supervisor what you learned, how it will benefit you (and ultimately them too) and thank them for allowing you the time out of the office to attend the Fall Workshop.



Calendar of Events

January 15, 2019

PSP Deadline

March 1, 2019

Hermine Solt Student Scholarship Deadline


Louise H. Nelson Member Scholarship Deadline

March 15, 2019

Gertrude E. Kopf Award of Recognition Deadline

May 1-3, 2019

2019 Annual PAEOP Spring Conference

NAEOP 
(National Association of
Educational Office Professionals)

Please consider joining the national association. It is the only national professional association available to educational office personnel. Go to NAEOP.org to see the mission statement, benefits, upcoming events and more.

LOUISE HENDERSON NELSON MEMBER SCHOLARSHIP AWARD

Cindy Teets, Louise Henderson Nelson Member Scholarship Award Chairperson

Dear members, there is still time to register for the Louise Henderson Nelson Member Scholarship Award. The deadline is March 1, 2019.

If you are a two-year PAEOP and NAEOP member applying for your PSP or recertifying your CEOE and are interested, apply now. Questions? Please email cteets64@gmail.com or call Cindy Teets at (717) 471-4008. Have a great day!

2019 Annual Spring Conference News

**Louise Mikowychok, CEOE,
Conference Planning Chair**

The 2019 Annual PAEOP Spring Conference Committee has hit the ground running. We are working toward providing another stellar event in conjunction with our president's theme – Believe, Inspire, Ignite! Planning began on the last day of the 2018 conference.

At the conclusion of our conferences, we ask attendees to complete an evaluation/survey identifying your professional development needs and how you benefited from your experience. The PAEOP Executive Board appreciates your time, and most importantly, your honest feedback. We reviewed your suggestions and kept requests in mind – be it new technology sessions, communication with ESL students/families, confident speaking skills, self-development awareness, teamwork, leadership, and of course, our networking and reconnecting time together. YOU will be pleased to know the focus continues to be on member-driven input.

There are many reasons to attend, from the venue details to the dynamic opening and closing speakers to the wide variety of breakout topics – come on and join in! Here is a sneak peek of what's exciting for 2019.

We have moved the location – YES, MOVED – to the Radisson Harrisburg Hotel and Conference Center, in Camp Hill, PA! After a springtime venue search, the decision was made to move our event to this exciting conference center. Still centrally located close to major roadways, it offers grand banquet space, breakout rooms in a facility apart from the mainstream hotel and guests, and plenty of easy-access parking. We previewed thoughtful menu choices and updated rooms – still at our usual conference rate – and we are certain you will be as pleased as the committee is to have made this change!

Take the time now to discuss this upcoming event with your supervisor. Conference registration information, including session options (full, partial and day) and room registration, will be announced soon. Details will be available on the PAEOP website, www.paeop.com and in *PEPTalk*. In the meantime, if you have conference questions please feel free to contact me at louisemi@cciu.org. Looking forward to meeting you as a new attendee, or seeing you return to this annual conference once again!

Be sure to save the dates of **May 1-3, 2019**, and look for the registration to open up via our website – www.paeop.com. We hope to see YOU there!



Lancaster-Lebanon AEOP - Off to Another Great Year!

Lynelle Fitzmier, CEOE, Co-President

As an attender of two or three Lancaster-Lebanon Association of Educational Office Professionals (LLAEOP) events each year over the past six years, I discovered that I enjoy the rich history of this association (60+ years) in addition to the friendly and wonderfully engaging educational office professionals whom I have met. LLAEOP has a tremendous legacy yet they don't rest on their laurels as they continue to reach forward, striving for improvement, and challenging themselves as evidenced by the unveiling of a new logo with the tagline of "serve, connect, enrich, support." And I would be remiss if I didn't acknowledge the long line of dedicated office professionals who have stepped up into leadership positions over the years to keep this great association going strong. This year's leadership team continues that excellent tradition, which benefits all Lancaster-Lebanon members.

The 2018-2019 year kicked off on October 10 at Warwick Middle School with 117 attendees enjoying a time of reconnecting and a delicious baked potato bar for dinner. Monetary donations were collected for the Lititz Borough Police Department for the revival of a K-9 unit. After a brief business meeting, the evening's program was presented by Lisa Fulton, Guidance Counselor from Eastern Lebanon County School District, and a member of the Board of Directors

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Believe
INSPIRE
Ignite

Each One, Bring One ...What Does That Look Like?

Marilyn Martin, CEOE, Membership Director

My natural instinct is to keep things simple, easy and concise. I carry that same idea with me as membership director with my “Each One, Bring One” motto. But what does that really look like?

The Saturday after Fall Workshop, the PAEOP Executive Board met for our semi-annual board meeting. Time was planned in the agenda for board members to collaborate together to compile lists of all EOPs across the state. We spent time visiting school district websites finding contact information because we BELIEVE in and have experienced the benefits of active participation in PAEOP. We want to INSPIRE others to take the leap and delve deeper into active participation to IGNITE themselves to a better self and share that spark with those around them. We will continue developing these lists, and region reps will use these lists to continue recruiting in their region.

The passion I felt by being with these women at a boring (NOT) board meeting solidified in my spirit that I am part of an organization that has each member’s best interest in the forefront of every decision made. As a member, I invite you to continue to share with your co-workers the benefits that you have gained as a member of PAEOP.

Why PAEOP?

Marilyn Martin, CEOE, Membership Director

Bonnie Miller, Co-President, ended our semi-annual board meeting on Saturday, October 26 by asking each board member present, “What is your story? Why did you join PAEOP? How did you get here?” We took a few minutes and went around the room each telling “our story.” I would like to highlight a few of the responses from our Region Reps. In most cases, each person joined because she was personally invited by a friend or co-worker.

Stephanie Nallo, Region 12 Rep – Stephanie was invited to attend Spring Conference by a co-worker at a new place of employment. Since Spring Conference attendance includes membership for the following year, she then attended Fall Workshop. Stephanie has continued her PAEOP membership and is reminded how much this association has provided for her. “The relationships that I have built through PAEOP have really benefited me during my transition into additional job

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TREASURER’S REPORT - OPERATING ACCOUNT JULY 1, 2018 TO SEPTEMBER 30, 2018

Beginning Operating Balance 7/1/18 \$14,735.17

REVENUE

Membership 4,250.00
Fall workshop..... 195.00
Miscellaneous..... 32.50

TOTAL REVENUES FROM 7/1/18 to 9/30/18 \$19,212.67

EXPENDITURES

PSBA Joint Memberships 480.00
Membership refunds..... 17.50
President’s Travel..... 1,577.34
Materials..... 50.00
Fall workshop refund..... 85.00

TOTAL EXPENDITURES FROM 7/1/18 to 9/30/18.... \$2,209.84

Operating Fund Balance as of 9/30/18 \$17,002.83

SCHOLARSHIP ACCOUNTS AND CERTIFICATE OF DEPOSIT ACCOUNT JULY 1, 2018 TO SEPTEMBER 30, 2018

Hermine Solt Student Scholarship Fund

Beginning Balance 7/1/18 \$5,582.02
Donation transfer—Jared Mader 600.00
Interest 0.00
Ending Balance as of 9/30/18..... \$6,182.02

Louise Henderson Nelson Member Scholarship Fund

Beginning Balance 7/1/18 \$1,651.07
Interest 0.00
Ending Balance as of 9/30/18..... \$1,651.07

Certificate of Deposit

Beginning Balance 7/1/18 \$20,878.02
Interest 10.53
Ending Balance as of 9/30/18 \$20,888.55

**You only live once, but
if you do it right, once
is enough.**

Mae West





of Aavidum. Lisa spoke on Aavidum, which empowers youth to shatter the silence surrounding depression, suicide and other issues facing teens. The idea for Aavidum was born at Cocalico High School in Lancaster County in 2003 after a student died by suicide. After his death, students, teachers and administrators refused to remain silent and began an important conversation about mental health and suicide prevention. The word Aavidum, which was created by students and comes from Latin roots, means "I've got your back." Aavidum inspires schools and communities to adopt cultures of care and advocacy, encouraging all members to have their friends' backs. Aavidum clubs

exist in elementary schools, middle schools, high schools, and colleges across the nation. Lisa encouraged all present to consider this program in their schools if not already utilized. The Aavidum website can be accessed at <http://aavidum.com/cms/>.

Best wishes, LLAEOP, for another great year as you embrace President Janice Boyer's theme of "Live Positively" (...for each new day is a chance to change a life, even your own)!

Gertrude E. Kopf Award of Recognition

Sheri D. Moyer, CEOE, Kopf Chairperson

A special night indeed...

Do you work with an outstanding office professional who is worthy of recognition at the state level? Does he or she go the extra mile in support of the educational office? If these questions bring to mind a colleague, please consider nominating them for the Gertrude E. Kopf Award of Recognition.

This award is given annually to a PAEOP member in good standing at the Pennsylvania Association of Educational Office Professionals Spring Conference. It is truly a very special night, as the nomination is kept confidential until the announcement of the winner. The recipient's family and nominator are also invited to share in the evening's festivities.

The deadline for nominations is March 15. Please visit the PAEOP website www.paeop.com under the awards and scholarship tab for further guidelines and the nomination form.

We Put Our Brave On at CCAEOP Personal Safety Training Event

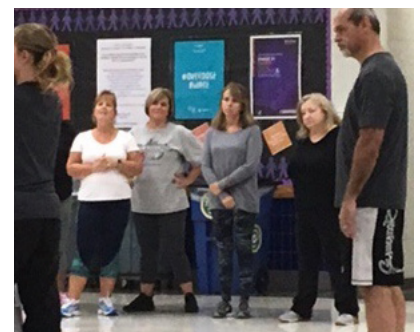
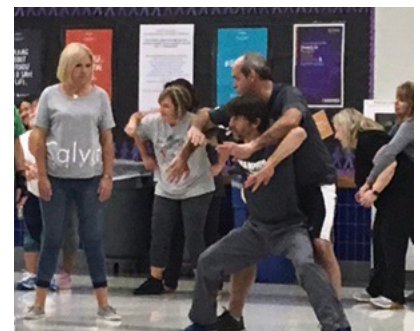
Louise Mikowychok, CEOE, CCAEOP Core Team Member

It was at the end of a busy Wednesday, October 3, when the Chester County Association of Educational Office Professionals and their guests gathered at the CCIU Technical College High School (TCHS) Brandywine Campus in Downingtown, Pennsylvania, for a night of networking and personal awareness training. Master Steve Johnson and his associates from Champion Martial Arts Center, LLC were on hand to conduct our first evening event of the 2018-2019 school year – CCAEOP Personal Safety Training Event. We were pumped!

The CCAEOP Organizational Team facilitated the event. The eight-member team began meeting last fall to work on establishing the CCAEOP affiliate. Team members include representatives from four Chester County school districts and CCIU: Lenore Filipovic, Phoenixville; Lynelle Fitzmier, Great Valley; Mary Friedberg, Coatesville; Janice Heagy, CCIU; Kate Kinsella, CCIU; Louise Mikowychok, CCIU; Linda Miller, Unionville Chadds-Ford; and Donna Romanowski, CCIU.

After welcome remarks, there were announcements regarding future organizational efforts for CCAEOP while participants enjoyed networking and a chicken and salad bar dinner, desserts and refreshments prepared by students in the culinary program at TCHS Brandywine. The evaluations of the food were stellar – it was a delicious and healthy treat!

After dinner, Steve introduced his cohorts and explained the two focus points of our evening – awareness and defense. As we listened to his expert opening message, the anticipation of us becoming chopping and kicking machines relaxed with his easy manner and sense of humor, as he explained that this evening would not be a martial arts black belt



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►►► From page 6, *We Put Our Brave On at CCAEOP*

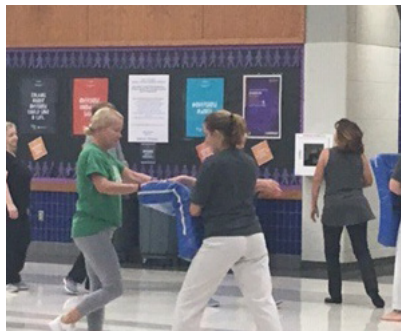
class. It was more importantly focused on learning how NOT to be in a position of personal danger in the first place. Tips like listening to your inner “gut feeling” and being aware of our surroundings are concepts that most people have heard, but can be easily overlooked when you’re distracted.

Steve then stated that all our good intentions of keeping out of danger could, unfortunately, not be 100% foolproof.

There are individuals in society whose purpose may be up to no good – but when we do find ourselves in danger, we are not helpless. We can be empowered. Intently watching as he explained basic moves and techniques to use when confronted with persons meaning to do us harm was only the beginning of our night.

We learned that you don’t have to be a body-builder to get away from an aggressor, even if an attacker is bigger than you are. His repetitive step-by-step approach was clearly effective. The staff demonstrated numerous positions and simple effective movements, which we then practiced with each other over and over, with the encouragement to continue this practice long after that evening. The enthusiasm grew as the evening progressed. Repeating the moves made us more comfortable as the lines circled around – you could feel the mood of apprehension turn to serious awareness and careful attention to his lessons. We learned positions, twists and turns to release holds, and directional advances that fend off attackers – we can take an attacker by surprise.

Ratings on the evaluations weighed in heavily on the “Excellent” side of the rating scale. For anyone who attended, that is no surprise. This evening was an important segue into the holiday shopping season when we sometimes are distracted and unaware of our surroundings. Keeping alert and having some tools to rely on if we are in an unfortunate dilemma will prove to be invaluable – we’re glad this training was offered to the CCAEOP group. Stay tuned for more – we have two half-day events planned, and two more evening events upcoming in the 2018-2019 school year. This group of office professionals is ready to meet any challenge!



THANK YOU, THANK YOU, THANK YOU!

Recently, the 2018 PAEOP Spring Conference provided a broad array of professional development opportunities to over 125 attendees from across the state of Pennsylvania. We are grateful for the following businesses, who recognize the value of our annual conference!

The following businesses supported us by contributing a generous Premier Level \$275 Sponsorship, helping us to provide exceptional conference content:

These sponsors are also displayed on our website (www.paeop.com) so our membership and site visitors are reminded of their support. Consider returning their generosity by remembering to use of their services in the coming year.



Attention ALL Office Professionals:

The school office personnel are a vital component of the educational management team, and often contribute to decision-making for products and services. If you work in a position that involves you in making purchases of services or goods for your school entity, please consider reaching out to your vendors with a request for considering sponsorship of our 2019 conference.

What better way for YOUR business contacts to support YOU as they invest in a sponsorship and gain increased visibility to our attendees. We enjoyed over 9,248 website views in the 2017-18 school year alone – all website visitors will see sponsorship logos proudly displayed on the main page!

Contact Louise Mikowychok, CEOE (louisemi@cciu.org) for more information on sponsoring the 2019 Spring Conference. Request the complete information flyer to accompany your personalized vendor message. Thank YOU!



requirements that I acquired in the fall of 2015. Going to new meetings and conferences and already having a base group of people I knew, helped to make the transition so much easier. Our organization really does help extend opportunities for educational office personnel to meet the challenges of the ever-expanding and changing responsibilities. I would have never thought of the friendly face at the first-time meeting and a shared hotel room at a last-minute conference to be included in that, but I am so happy to have had them!"

Donna Chobot, Region 7 Rep – "I was lucky enough to be part of an office staff that encouraged my membership in PAEOP. I was also encouraged to attend my first conference the second year I had this position. Once I attended my first conference, I was hooked. During my first conference, Maria McNabb asked me if I would be interested in filling the open position of Region 7 Rep. I hesitated at first and then she invited me to my first board meeting to see what the job involved. Once I met all the board members and saw what an awesome group of people they are, I couldn't refuse. Through my membership in PAEOP, I have gained knowledge with each class I have taken. Through my participation on the board, I have gained the confidence to step out of my comfort zone and get more involved."

Sheri Moyer, Region 6 Rep – "PAEOP has provided me with an avenue for leadership at the state level and the opportunity to network with other office professionals across the state. It's a great way to poll others when researching new software or developing departmental procedures for efficiencies."

Why PAEOP? Professional development, networking, friendship, the list could go on and on. I urge you to share your story with those in your office who need to experience the benefits of our PAEOP organization.

Holiday Greetings!

Are you looking for a meaningful and thoughtful gift for a co-worker, assistant, or other Educational Office Professional (EOP) this holiday season? Why not consider a PAEOP gift membership? As a member you have personally experienced the benefits of a PAEOP membership. Why not take this opportunity to invest in someone within your office or district?

The 2018-19 membership (through June 30, 2019) is available at the special holiday rate of only \$20 (regular membership is \$25 annually from July 1 – June 30). It's the gift that will keep on giving all year long.

Follow the link below for details:

<http://bit.ly/PAEOPHoliday2018>

There is a printable "gift certificate" attached to the membership form that you may print, sign, and give to your recipient. Additionally, your recipient will receive a welcome letter and PAEOP membership pin shortly after we receive your gift membership form and payment. Please note that this offer is for those EOP's who are not currently PAEOP members.

Should you have any questions, please contact PAEOP Membership Director, Marilyn Martin, marilyn_martin@conestogavalley.org.

Thank you, and best wishes for the happiest of holidays!

Pennsylvania Association of Educational Office Professionals
A Department of the Pennsylvania School Boards Association

REGIONAL REPORT OF MEMBERSHIP as of October 25, 2018

Region 1	0
IU5 – 0, IU6 – 0		
Region 2	Danielle Patterson.....	2
IU4 – 0, IU27 – 0, IU28 – 2		
Region 3	Carla Ruscio	5
IU 1 – 3, IU7 – 2		
Region 4	Leslie Elder	11
IU 9 – 0, IU10 – 11		
Region 5	1
IU 8 – 1, IU11 – 0		
Region 6	Sherri Moyer, CEOE.....	46
IU 15 – 36, IU16 – 10		
Region 7	Donna Chobot, CEOE.....	0
IU18 – 0, IU19 – 0		
Region 8	Rita Balik	27
IU14 – 65, IU20 – 13, IU21 – 8, IU29 – 0		
Region 9	Janet Bergstresser.....	35
IU13 – 35		
Region 9	Denise Stayman, CEOE	21
IU12 – 21		
Region 11	Susan Harder.....	16
IU22 – 9, IU23 – 7		
Region 12	Stephanie Nallo.....	1
IU17 – 1		
Region 14	6
IU3 – 6		
Region 15	Donna Romanowski, CEOE...40	
IU24 – 39, IU25 – 1		
Retirees	10
Honorary & Life Memberships	14
TOTAL MEMBERSHIPS		
(includes 35 joint members)	235

Respectfully submitted:
Marilyn Martin, CEOE, Membership Director