

PEPTALK

Vol. 74, No. 1, January 2018

PRIDE ENTHUSIASM PARTICIPATION

Pennsylvania Association of Educational Office Professionals

2018 Annual Spring Conference *Bonnie J. Miller, CEOE, Conference Planning Chair*

Happy New Year! I hope everyone had a joyous holiday season surrounded by family, friends, plenty of tasty treats and a healthy year filled with many blessings.

Are you thinking of spring yet? Wishing for warmer days and flowers blooming? Perhaps registering for the PAEOP annual Spring Conference will brighten up your day. The online registration is now OPEN! Full conference details, including online registration are available on the PAEOP website at www.paeop.com under the Professional Development tab and Spring Conference information.

Your conference planning committee has been hard at work lining up speakers, planning fun activities, organizing networking opportunities, and preparing for awards and scholarship presentations. You will not want to miss the annual Spring Conference scheduled for April 25-27, 2018, at the Red Lion Hotel Harrisburg Hershey, 4751 Lindle Road, Harrisburg, PA 17111. Registration fees and room rates remain the same as last year. A block of sleep rooms has been reserved

at the Red Lion Hotel at \$92.00 per night. Rooms may be reserved by calling the hotel at 717-939-

7841. Be sure to mention you will be attending the conference and would like the PAEOP rate. You can also reserve a room online by utilizing the direct reservation link of <http://bit.ly/2018paeopconference>.

We will open the conference with a brief welcome and introductions. The annual business meeting has been moved from Wednesday evening to Friday morning. This year we will kick off the conference with the national award-winning speaker, **Sam Glenn, The Attitude Guy**. Sam is an empowering, entertaining speaker who will captivate and recharge your attitude. He brings enthusiasm and ignites a new level of personal and professional positivity – what he likes to call a

positive kick in the attitude! During his presentation, he will entertain the audience while he paints a mural, which will be sold on Thursday. All proceeds from the sale of the painting will go to the Hermine Solt Student Scholarship fund.

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2018

HAPPY NEW YEAR

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PEPTALK



Kathy Miller – editor
Circulation – 227

**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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717-898-5564	Landisville, PA 17538
kcmiller7@msn.com	kathy_miller@hempfieldsd.org

Report changes of home and email address to: PSBA
400 Bent Creek Blvd., Mechanicsburg, PA 17050-1873

1-18

PAEOP Ponderings from President Pam

Pam Sherts, PAEOP President



I recently was searching the Internet and came across information about the month of January and how it evolved into the month we celebrate today. It is one of the newer months to the calendar we know. It is named for the god of beginnings and transitions, Janus. It was added to the calendar with 29 days in 713 BC. Julius Caesar gave it 31 days, which it still has in the modern Gregorian calendar.

All this to say, we are blessed to have two more days, “found time” if you will, in the month of January. Do you ever think or catch yourself saying, “I wish I could find some time or buy some time?” Time is a special gift indeed and we never seem to have enough of it. Most of you would agree it flies by and the older we get the more precious it becomes!

As I enter the “home stretch” of my PAEOP presidency, I recall thinking this was going to be a long journey and “What was I thinking when I said yes to this?” I must now admit, I’ve enjoyed every moment of this adventure and confess I work with the best Executive Board. Great ideas abound and we are never at a loss for members to pitch in and volunteer to assist. What more could I ask? This was a very wise use of my time, indeed!

I have an “ask” of each of you. This vibrant association needs some fresh volunteers to carry out the work of the association. In this issue of *PEPTalk* you will see various positions which need filled in PAEOP. The people you meet and the experiences gained while conducting PAEOP business are remarkable and unforgettable. I ask each of you to give serious consideration to how you can give and inevitably grow through serving and consider applying for one of these open positions. I am happy to answer any questions you may have regarding an open position. In addition, Lynelle Fitzmier, CEOE and Bonnie Miller, CEOE can assist you. Our contact information can be found in the box within *PEPTalk*, listing officer information. I am sincere when I add it could be one of the best moves you make in your career. The connections I’ve established with PAEOP over the years have been invaluable when I need advice, when I have questions, or desire another individual’s expertise on a certain topic. The exposure to leadership and team-building skills is second to none, and I’ve stretched myself in so many ways as a result. I’ve done things I would never have imagined doing even ten years ago!

It’s been a remarkable ride and while I am not done yet, as we begin to transition to the next board, I want a smooth transition for all of us and am beginning to really contemplate what my legacy will be. Perhaps some of you are looking for some unique resolutions for 2018, and beyond, and this is one I’d really like you to consider. Step up to the plate and see where PAEOP can take you!

Best wishes for a happy and healthy 2018! Make sure you check out the article regarding our Spring Conference in this issue. You don’t want to miss this great conference with wonderful opportunities for professional development!

Pamela D. Sherts

A fun activity has been arranged immediately following Sam's presentation. Art Matters Studio will be on site providing instruction to create a spring canvas (*no skills required*).

Educational sessions include a three-hour technology session offered in the morning and afternoon titled "Communication, Connection and Online in Social Media." As well, you can expand your PowerPoint knowledge and creativity by attending the "Create an Effective Flyer and Social Media Post" session. Or perhaps, you will like to attend the "Finding Time for Fitness & Wellness," "Communication That Gets Results," "Emotional Intelligence," "All You Need to Know About PSP" or "PSERS – Foundation for Your Future," "Using the Law of Cause and Effect," and "Making Your Dream Come True." Whatever your learning needs may be, we are offering a variety of sessions to meet your professional education desires.

During the membership lunch on Thursday we will acknowledge our first-time conference attendees, local affiliates and certification recipients from the past year of the Professional Standards Program. Free PAEOP membership for the 2018-19 year and raffles will be distributed.

Thursday evening, we will have a banquet dinner, present awards and announce our scholarship winner. Join us in congratulating and welcoming the incoming Executive Board as we install them for the 2018-2020 term.

The Ways & Means room will be beautifully decorated and conveniently located in the lobby area. Attendees will be able to purchase 50/50 chances, and raffle and theme basket tickets. Tickets will not be mailed this year. Feel free to print the raffle tickets

found in this edition of *PEPTalk* and be sure to share with friends and family for a chance to win a great raffle prize. Tickets will also be available onsite for purchase. The door prize board will be located in the Ways & Means room, so be sure to check it daily.

You won't want to miss the plated breakfast and invaluable networking and sharing opportunities at the Friday morning roundtable sessions. Immediately following, we will conduct the important association business during a brief annual business meeting. Closing our educational portion of the conference with an inspirational session will be Nancy Stampahar, The LemonAID Lady. Enjoy a boxed lunch as we close the conference with raffles and baskets.

You are encouraged to sign up EARLY for the conference to ensure seating in sessions that meet your professional goals. Come join us and experience a professional development opportunity that is sure to provide you with new information, advanced knowledge and a refreshing outlook for you to take back to your school.

We hope to have a sold-out conference as we offer inspiring sessions from the opening with The Attitude Guy to closing with The LemonAID Lady. Come join us and find *A Place to Grow During the Seasons of Your Career*, ignited by President Sherts' theme.

If you need additional assistance with the conference registration process, please feel free to contact Jennifer Cramer, PSBA conference planner, at Jennifer.Cramer@psba.org or me at bmiller@paceschool.org or 412-342-4386. I am looking forward to seeing you!



Looking For A Few Good People

Dianne Binkley,
Nominating Co-Chair

Who would like to give to PAEOP and grow through the experience? You will develop leadership skills, enjoy the benefit of collaborating with dynamic educational office professionals from across the state, all while enjoying new friendship and comradery. There are opportunities to serve with openings for the 2018-2020 term. Contact Dianne Binkley, Nominating Co-Chair, at binkleyd@slsd.org to learn how you can become part of the vital PAEOP team.

Louise Henderson Nelson Member Scholarship Award

Cindy Teets, CEOE,
**Louise Henderson Nelson Member
Scholarship Award Chair**

Dear PAEOP members, there is still time to register for the Louise Henderson Nelson Member Scholarship Award. The deadline is March 1, 2018. If you are a PAEOP/NAEOP member applying for your PSP and are interested, apply now. Questions, please call Cindy Teets, 717-471-4008.

The Good News About Membership Engagement

Louise Mikowychok, CEOE, Membership Director 2016-2018

I read an article recently on employee engagement in the workplace – and it reminded me of the intricacies of maintaining and increasing membership participation in a statewide organization like PAEOP. My volunteer position as Membership Director for PAEOP gives me an insider's view into the causes and effects of what “members” mean to our organization. Many of the same “disengagement” scenarios in a workplace can mirror what happens in an organization. Many factors interfere as we attempt to connect over the long distances that are inherent in our membership base.

The good news is that membership reaps renewed purpose – taking time for engagement will only increase your ability to perform well in your job, and set into motion a culture around you of open communication and positive change.

As we encounter workforce organizational changes, we benefit from one another as sources of stability and continuity. Our ideas and shared experiences increase our resiliency during times of change. Engaged employees/members are connected to those around them – they understand their roles and are proud of their contributions, looking for ways to continuously improve. You require momentum in your careers – not to be stuck in static repetition.

Here are some of the factors preventing engagement:

- We are isolated from each other, physically and mentally
- We are busy with increasing task loads – there is no extra time in our day
- We desire/require encouragement and training opportunities to reach our potential
- We hesitate to seek networking – we don't know how, and our managers are not convinced of its value
- We fear our thoughts will not hold weight toward organizational goals

Here are some of the ways you can make engagement happen:

- Speak positively and enthusiastically about the work you do and show up ready to be engaged
- Ask for new challenges, and embrace change in the face of skepticism
- Recommend co-workers to “come along” – strength is in the numbers

- Participate in events and team-building activities and share cost-saving opportunities to encourage others' participation
- Offer to mentor; assist others who are insecure or new to your work culture
- Pursue leadership opportunities – enter at your own pace, take a leap of faith – be positive!

If you approach engagement as a shared experience, then the value of belonging to PAEOP lies in the diversity of the group – which inherently is more than one individual. This is the goal of any healthy, successful organization.

PAEOP has embraced successful growth over the years, sustained as the only organization in PA that addresses the developmental needs of the educational office professional. Our membership diversity and the exceptional participation of volunteers who have served on the executive board and committees have enabled us to introduce and try new approaches and form new goals. PAEOP strives to keep focused on better ways to keep YOU engaged.

After the recent 2017 Fall Workshop success, and with very positive reactions from attendees, I am equally excited about the upcoming annual Spring Conference, April 25, 26 and 27! To make these events exceptional, the exercises which PAEOP board members participate in embody solid planning strategies by using exploration, past survey suggestions, vetting presenters, seeking good value for your fees – all coming to fruition at our events. If you want to experience the type of engagement that makes your membership valuable – please consider our professional development offerings, and take that leap of faith. Renew your engagement!

When the information becomes available to you shortly, I challenge you to change the roadblocks to engagement (above) and try making your personal

engagement a reality. Ask the hard questions of your workplace – are they engaging you in your job, and are they willing to see the change you can make if you have the tools to do so?

Start your new year renewed and encouraged – PAEOP is waiting for YOU to emerge!

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.





Membership Corner

*by Louise Mikowychok, CEOE
Membership Director*

Here is an opportunity to “get to know” a PAEOP Executive Board member. We hope you enjoy this feature and the opportunity to get to know fellow educational office professionals and leaders from around the state.



Name: Cindy J. Teets, CEOE

Employer and Job Title: Retired from Milton S. Hershey Medical Center, Hershey, PA – Administrative Secretary and then Data Support Associate

Number of years at this job: Ten years in Continuing Education and 25 years in Nursing Education

What you enjoy or enjoyed most about your job: Interaction with people and learning new things

What do you do to release stress? Sew or light workouts at the gym

Where do you like to vacation? Beach

Your favorite season and reason: Christmas. I love the decorations, being with family and friends, and the cookies

Did you ever have a nickname? If so, explain: “Cinders” from my father and also my husband

My favorite food is: Pasta

Something always found in my refrigerator:
Different kinds of fruit

Favorite restaurant: Texas Roadhouse or Lisa’s Café in Palmyra, PA

A favorite quote is:
“Dance like no one is watching”



Name: Dawn Crossan, CEOE

Employer and Job Title: Pequea Valley School District, Accounts Payable/Purchasing Specialist

Number of years at this job: Almost ten years

What you enjoy most about your job:

The crazy people I work with that sometimes drive me crazy; having all the bills paid for the week (before the next day’s mail comes and brings more!)

What do you do to release stress? Go home and snuggle with my three kitties or read a good book – sometimes I need both

Where do you like to vacation? The beach, almost anywhere, but especially Siesta Key, FL, or Wildwood Crest, NJ

Your favorite season and reason: Summer, because it’s beach weather; although I also like spring, when I can fit in a Florida trip and go to the beach down there

Did you ever have a nickname? If so, explain: “Mama C” – I still get that from the band kids when I see them (and my youngest graduated almost eight years ago!)

My favorite food is: Wilbur buds

Something always found in my refrigerator: Cheese sticks

Favorite restaurant: Texas Roadhouse

A favorite quote is: I have two: “Never allow yourself to be defined by someone else’s opinion of you” and “What if you woke up today with only the things you thanked God for yesterday?”



Now is the Time! Submit Nominations for Kopf Award!

Kathy Himes, CEOE and Charlotte I. Walter, CEOE
Gertrude Kopf Award Co-Chairpersons

Many of you have colleagues in your school office who deserve some special recognition. The answer can be found in the PAEOP Gertrude Kopf Award of Recognition. This award is presented annually to honor a PAEOP member who has contributed outstanding service to education through the performance of his or her duties/responsibilities in an educational office.

A successful candidate must be a member in good standing with PAEOP for at least one full year and present at the annual Spring Conference, April 25-27, 2018. Please go to the PAEOP website for complete details at www.paeop.com.

Don’t delay – the deadline is March 15.

REGION REPRESENTATIVE CONTACTS as of November 2017

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Work phone: (717) 464-7050, ext. 7168

Region 15 Representative Donna Romanowski CEOE
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Work phone: (484) 237-5404

Retiree Co-Representatives
lindabest65@gmail.com Linda Best CEOE
RiaM54@aol.com Maria McNabb CEOE



AFFILIATE NEWS

New Beginnings in Chester County

Lynelle Fitzmier, CEOE, Immediate Past President

Sometimes a person with a certain spark and excitement ignites enthusiasm in others.

Lenore Filipovic, PAEOP's Hermine Solt Student Scholarship Chair, has such a spark.

With Lenore's encouragement and efforts this past fall, seven educational office professionals from Chester County met to explore the formation of a Chester County Association of Educational

Office Professionals (CCAEOOP). Also, encouragingly, another 16 educational office professionals expressed interest in the creation of an association and voiced their participation.

During the fall planning meeting, participants learned from Donna Romanowski, CEOE, PAEOP's Region 15 Representative, how she benefitted from PAEOP's professional development and networking so much that she desired to provide a development opportunity for Chester County educational office professionals.

During the late spring and summer of 2017, Donna planned and organized a topic and presenter for a half-day workshop just waiting for the right time. Thanks to Donna's initiative and wonderful organization skills, a workshop was ready! The timing seemed ideal to offer this workshop as the kickoff event sponsored by CCAEOOP.

Two separate half-day workshops were held on December 1 and December 8 at the Chester County Intermediate Unit (CCIU) facility in Downingtown with 20-25 attendees at each session. The workshop was entitled, "De-Stress at Your Desk" presented by Mary Dugan, an Occupational Therapist for the CCIU for twenty years, who has had the opportunity to share gentle yoga and mindfulness programs with children and



staff for the past ten years. The workshop helped attendees discover ways to “change gears” throughout the day, settle into the present moment to find a sense of calm and clarity, and learn basic mindfulness theory and practices. Attendees left the session with activities to help improve focus and self-regulation during the busy workday. Some of the comments expressed by participants through the evaluation form included: “I found the whole session uplifting,” “There were lots of takeaways we can use every day,” “Mary was wonderful,” and “I loved it.”

More plans are in the works with a Meet and Greet night planned for January 31 at the Chester County IU facility with a pizza and salad dinner and the opportunity for networking and roundtable discussion. These beginning ventures serve as building blocks as a number of educational office professionals (EOP) agreed to function as the organizational team to assist CCAEOP in becoming a reality in Chester County and offering professional development, networking, and comradery. This beginning has generated excitement, and we look forward to CCAEOP taking further shape during 2018.

LLAEOP's Festive Holiday Meeting

**Janet Bergstresser, Region 9 Representative
Lancaster/Lebanon Counties**

Hempfield School District hosted a lovely and festive LLAEOP (Lancaster-Lebanon Association of Educational Office Professionals) meeting at Hempfield High School in Landisville, PA, on December 7, 2017. The members and guests were dressed in holiday attire, with red, green and lots of sparkle!

A bountiful collection of Toys for Tots was given by the 221 LLAEOP members, who are always very generous.

There was also an ornament exchange. A delicious meal was provided by the cafeteria staff and the Hempfield LLAEOP members provided a huge variety of tasty desserts.

Instead of the normal informative program, The Hempfield Chamber Singers delighted us with a wide variety of holiday music. The evening ended with the business meeting. Everyone enjoyed the festive atmosphere and fellowship.



PSP deadlines

January 15
May 15
November 15

REGIONAL REPORT OF MEMBERSHIP as of Jan. 5, 2018

Region 1	Linda Best CEOE	3
	IU 5 – 3, IU 6 – 0	
Region 2	Kathy Himes CEOE	3
	IU 4 – 0, IU 27 – 0, IU 28 – 3	
Region 3	Carla Ruscio	4
	IU 1 – 1, IU 7 – 3	
Region 4	TBD.....	9
	IU 9 – 0, IU 10 – 9	
Region 5	Marilyn Martin CEOE	1
	IU 8 – 0, IU 11 – 1	
Region 6	Sheri Moyer CEOE	34
	IU 15 – 24, IU 16 – 10	
Region 7	Donna Chobot CEOE.....	1
	IU 18 – 0, IU 19 – 1	
Region 8	Rita Balik	20
	IU 14 – 5, IU 20 – 10, IU 21 – 5, IU 29 – 0	
Region 9	Janet Bergstresser	30
	IU 13 – 30	
Region 9	Tina Keeler.....	23
	IU 12 – 23	
Region 11	Susan Harder.....	21
	IU 22 – 10, IU 23 – 11	
Region 12	Stephanie Nallo.....	0
	IU 17 – 0	
Region 14	TBD.....	3
	IU 3 – 3	
Region 15	Donna Romanowski CEOE ...	42
	IU 24 – 40, IU 25 – 2	
Retirees	Linda Best CEOE	
	Maria McNabb CEOE	8
Honorary and Life		
Memberships		17
Others		8
TOTAL MEMBERSHIPS		
(includes 37 joint members)		227
Respectfully submitted:		
Louise Mikowychok CEOE, Membership Director		

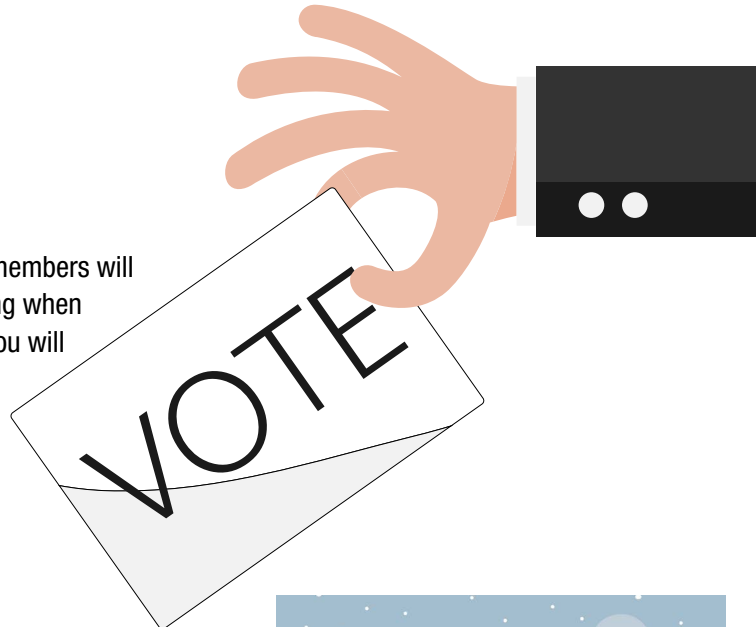
Calendar of Events

January 15, 2018	PSP Filing Deadline
March 1, 2018.....	Louise Henderson Nelson Member Scholarship Award Deadline
March 15, 2018.....	Gertrude E. Kopf Award of Recognition Nomination Deadline
April 25-27, 2018	2018 PAEOP Annual Conference
July 16-20, 2018.....	2018 NAEOP Annual Conference and Institute

PAEOP Election

Dianne Binkley, Nominating Co-Chairperson

An election for the 2018-2020 term of officers and Executive Board members will take place utilizing the PAEOP website. An email will be sent indicating when the biographical information and ballot are ready for you to access. You will need to sign in to the PAEOP website to review the information and cast your vote using the electronic ballot. Complete details will be provided in the notification email. (Note: For those PAEOP members who receive a paper copy of *PEPTalk*, a ballot will be mailed to you.)



Ways and Means Article

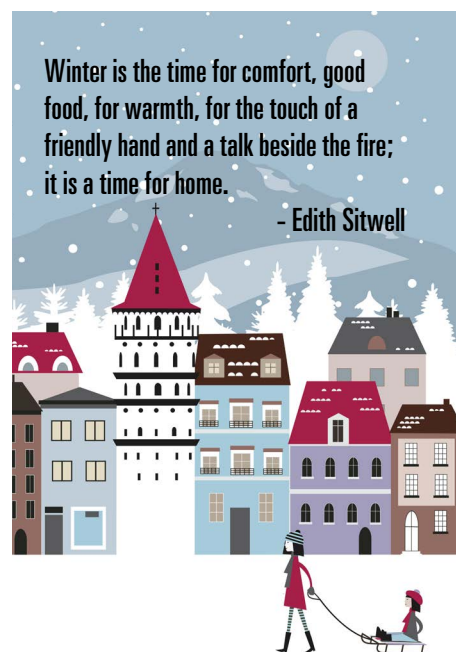
Patty Keller, Ways and Means Chairperson

The Ways and Means Committee has been hard at work collecting raffle and basket items. New this year, the raffle tickets will not be mailed in advance to members. Instead we have included the raffle ticket in this edition of *PEPTalk*. Feel free to print and copy as many as you desire.

Share the raffle tickets with friends and family, as they surely will want a chance at these awesome prizes! Tickets will also be available onsite during the conference. Tickets are \$2.00 a piece or 3 for \$5.00. **You do not need to be present to win!**

Completed ticket stubs can be dropped off in the Ways and Means room during the conference or mailed in advance to me at Patty Keller, 312 Bedford Court, Quakertown, PA 18951. Proceeds from the raffle tickets and baskets go toward the Hermine Solt Student Scholarship Fund.

Thank you in advance for your support and donations.



Name _____

Pennsylvania Association of Educational Office Professionals

- 1st prize-** \$300 Amazon Gift Card
- 2nd prize-** Michael Kors Purse
- 3rd prize-** Vera Bradley Wristlet
- 4th prize-** Four Season Wall Hanging

Phone # _____

Seller _____

Drawing to be held on April 27, 2018. Tickets \$2.00 each or 3 for \$5.00

You do not need to be present to win!

Name _____

Pennsylvania Association of Educational Office Professionals

- 1st prize-** \$300 Amazon Gift Card
- 2nd prize-** Michael Kors Purse
- 3rd prize-** Vera Bradley Wristlet
- 4th prize-** Four Season Wall Hanging

Phone # _____

Seller _____

Drawing to be held on April 27, 2018. Tickets \$2.00 each or 3 for \$5.00

You do not need to be present to win!