



Conference Recap

- Sue Heller

Although it was chilly and rainy, the MAEOP annual fall conference was an outstanding day of staff development. Kudos to the executive board and conference committee for their hard work in providing a wonderful day for Maryland EOPs at the Sheraton Columbia Town Center in Columbia, MD.

This year's conference theme was "Vision Leads the Way." The day opened with registration, continental breakfast, and opening ceremonies featuring the Atholton High School Army JROTC who presented colors and led the pledge of allegiance. Dr. Sydney Cousin, superintendent of Howard County Public Schools, provided greetings. The keynote speaker was Dick Story, chief executive officer of the Howard County Economic Development Authority. President Debra Blimline did a Professional Standards Program (PSP) presentation, with the morning program concluding with the awards presentation. The Centennial High Quartet, under the direction of Allen Leung, provided the beautiful music during lunch.

After lunch, the afternoon began with two breakout sessions. Keeping the membership's diverse staff development needs in mind, attendees were given the opportunity to design their own personalized afternoon program by selecting two breakout sessions from the following list of topics: 1) *Bad E-mail Habits — What Message Are You Sending?*, Presenter—Jonathan Williams, Fred Pryor Seminars; 2) *Microsoft Office Tips and Tricks*, Presenter—Sue Cockey; 3) *Conflict Resolution Skills for School-based Office Professionals*, Presenter—Dr. Rosalind Sheppard; 4) *Creating Magic Moments in Your Life*, Presenter—Kathleen Plaase, RN and MPA. Afterwards, the membership came back together for the final presentation, *Get Organized...Stay Organized*, by Avery.

The executive board was presented with the unique challenge of offering a top quality program during difficult budgetary times for school systems. Despite these challenges, many took advantage of the training opportunities offered.

Mark your calendars now. The next MAEOP fall conference will be October 15, 2010, at the Valley Mansion in Hunt Valley in Baltimore County.



Sheraton Columbia Town Center in Columbia, MD

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President's Message

- Laura Nossel



Past President Sue Heller installing Laura Nossel as president of MAEOP

I was honored to have been installed as the new president at the MAEOP conference on October 16, 2009, and look forward to working with you. I would like to recognize those executive board members who have moved into new positions. Deb Decker, our former treasurer, is now the chairperson of our ways and means committee. Sherri Kennedy, our recording secretary, has relocated with her family to Ohio. We will miss her numerous talents. Kathy Sours, from Hillcrest Elementary, Baltimore County, has assumed this position and we look forward to having her as an executive board member. Tracy Gover is our new treasurer, bringing much fiscal experience. Carol D'Anna will continue as corresponding secretary.

It was great to see so many members at the fall conference. We would like to thank Howard County AEOP for hosting this year's conference. We enjoyed the welcome from the superintendent of Howard County Schools, Dr. Cousin. On any given Friday you can find him working in various positions in Howard County Schools. Mr. Story, CEO of the Howard County Economic Development Authority, shared valuable insights on how the schools affect so many areas of the economy.

Dr. Linda Burgee, superintendent of Frederick County Public Schools, was named MAEOP Administrator of the Year. Penny Jester-Sorricks was honored as the MAEOP Office Professional of the Year. Congratulations!

The workshop presenters were fantastic. We appreciate them taking time from their busy schedules to share valuable information with us. A special thanks to Avery Dennison for their presentation on organization and the gifts that they gave out to the attendees.

I would like to thank all the committee members for their help in making the conference a success. We look forward to seeing you in Baltimore County in October 2010.

MAEOP Mission:

Promote personal and professional growth opportunities for all educational office professionals throughout the state.

Reinforce professionalism for educational office professionals through workshops and conferences.

Encourage participation in the NAEOP Professional Standards Program (PSP) as a further avenue to personal and professional growth and development.



Viewpoint

This issue's viewpoint is the camera's views of the 2009 MAEOP Annual Conference.



*First row, L to R: Dr. Sydney Cousin; Staples printer winner, Jane Reinhard; Deb Blimline presentation to Dick Story.
Second Row, L to R: Presenter Jonathan Williams; Presenter Sue Cockey; Frederick County's special guests, (standing) Dr. Bonnie Ward, Paula Lawton, Board Member Katie Groth, Administrator of the Year Linda Burgee, Francina Baldi, (sitting) Board Member Dr. Bonnie Borsa, and Board President Jean Smith
Third Row, L to R: Vendor The Studio-Artistic Floral Design; PSP recipients from St. Mary's County: Brenda Dale, Cheri Godfrey, Kathy Mancini; Deb Blimline during PSP presentation*



And the award goes to...



Recipients L to R: Penny Jester-Sorrick, CEOE; Dr. Linda Burgee; and Davon Kenny

The association annually presents awards for outstanding leadership for an administrator and educational office professional.

The following individuals were honored at the MAEOP annual fall conference:

Educational Administrator of the Year:

Dr. Linda D. Burgee, Superintendent of Frederick County Public Schools

Educational Office Professional of the Year:

Penny Jester-Sorrick, CEOE, Administrative Assistant to the Dean, Office of College Life at The Community College of Baltimore County (CCBC)

Leon B. Pennington Memorial Scholarship:

Davon Kenny, Dundalk High School in Baltimore County

MAEOP would also like to thank staff who served as judges: Helen Eder, Retired Retirement Coordinator, Baltimore County Public Schools; Fred Prumo, Academic Dean, Frederick Douglass High School, Baltimore County Public Schools; Verletta White, Central area Assistant

Superintendent, Baltimore County Public Schools; and Nicole Wienhold, Kindergarten Instructor, Warren Elementary School in Baltimore County.

Our recipients will be submitted for consideration for national recognition at the upcoming NAEOP conference this summer.

Congratulations to all of our award recipients!

MAEOP Calendar



December

LHN Project—Be a Santa to a Senior

January

15 PSP Filing Date

February

6 MAEOP Executive Board Meeting (TBD)

15 Deadline for articles for *The Communicator* newsletter

28 Distribution of newsletter

March

15 Deadline for submitting award applications to NAEOP



*Educational Office
Professional of the Year -
Penny Jester-Sorrick, CEOE*

*Administrator of the Year -
Dr. Linda Burgee*



Educational Office Professional of the Year chair, Debra Blimline, presented the MAEOP EOP of the Year Award to Penny Jester-Sorrick. Penny is the administrative assistant to the Dean of College Life at CCBC. She partners with the dean to ensure the smooth operation of the office, supports all of those who request assistance, and serves as a resource on all CCBC operations.

Penny has a A.A.S. in office administration and 12 credits towards her B.S. in human services. She has over 25 years of experience working as an administrative assistant. She earned her CEOE in May 2007 from NAEOP.

Currently, Penny serves as president of the CCBC Dundalk chapter of the American Association of Women in Community Colleges (AAWCC) and is the Higher Education Committee chair for MAEOP. Penny has attended NAEOP annual conferences in Seattle, Colorado, and Minnesota.

MAEOP President Laura Nossel presented the MAEOP Administrator of Year Award to Dr. Linda Burgee, superintendent of Frederick County Public Schools.

Dr. Burgee began her career in education as a classroom teacher. She started her 21-year career in education administration in 1988 with her promotion to Assistant Principal at Hillcrest ES.

Dr. Burgee rose through the administrative ranks in Frederick County Public Schools, becoming superintendent in 2005.

Dr. Burgee has earned the following degrees: B.S., elementary education, Towson University; M.S., elementary curriculum and instruction, Hood College; M.S. administration and supervision certification, Hood College; and Ed.D, educational leadership, Nova Southeastern University. She is a member of numerous educational and civic associations, where she has held office in many.



(ADMINISTRATOR OF THE YEAR cont.)

Her achievements include the Lifetime Educator Award from the Frederick County Chamber of Commerce; Women of Achievement Award from Frederick County Commission for Women; and Life Membership Award from the PTA Council of Frederick County.

As stated in her nomination packet, “Linda is a quintessential leader—intelligent, inspirational, warm, caring and compassionate... She sees the total picture, knows what needs to be done, and then rolls up her sleeves...Her motto is, ‘Manage with your head, lead with your heart!’”

***Leon B. Pennington
Memorial Scholarship -
Davon Kenny***



Scholarship Committee chair, Winopa Mbakop, presented the Leon B. Pennington Scholarship Award to Davon Kenny, a 2009 graduate of Dundalk High School now attending the Community College of Baltimore County, Dundalk Campus.

Davon is pursuing his degree in business administration and currently holds a 4.0 average.

He was recommended by his high school business education teacher, Mr. Patrick Holt, who feels that Davon turned his life around while in high school by choosing to make better choices. Davon is truly a success story in the making.



***The MAEOP
executive board
extends warm wishes to
you and your family
this holiday season.***

***May the
season be filled with
peace, love, and joy. It
is our hope that the
new year brings new
blessings to all of our
members.***

***Is it time to renew your memberships?
Information regarding both MAEOP
and NAEOP membership renewals can
be found on each of the organization's
Web sites at www.maeop.org and
www.naeop.org.***



**Maryland Association of Educational Office Professionals, Inc.
Executive Board**

Installation of New Officers



Past President, Sue Heller of Frederick County, installed the following officers at the conference:

- President, Laura Nossel, CEOE, from Baltimore County
- President Elect, Debra Blimline, CEOE, from Baltimore County
- Recording Secretary, Kathy Sours from Baltimore County
- Corresponding Secretary, Carol D'Anna, CEOE, from Baltimore County
- Treasurer, Tracy Gover , CEOE, from Baltimore County

2010 Committee Chairpersons

Advisor

Sue Heller, Frederick County

Administrator of the Year Award

Deborah Ford, Baltimore County

Auditor

Amanda Baugher, Frederick County

Affiliations/Proclamations

Laura Nossel, CEOE, Baltimore County

Budget Committee

Tracy Gover, CEOE, Baltimore County

Conference Booklet

Tracy Gover, CEOE, Baltimore County

Constitution & Bylaws

Executive Board

EOP of the Year

Debra Blimline, CEOE, Baltimore County

Higher Education

Penny Jester-Sorrick, CEOE, Baltimore County

Historian

Executive Board

Hospitality

Pat McKinney, Baltimore County

Louise Henderson Nelson Award

Cindy Baugher, Baltimore County

MAEOP Membership

Debra Blimline, CEOE, Baltimore County

NAEOP Membership

Laura Nossel, CEOE, Baltimore County

Newsletter

Sue Heller, Frederick County (Editor)
Tracy Gover, CEOE, Baltimore County (Distribution)

Nominating

Chris Faya, Baltimore County

Parliamentarian

Executive Board

PSP/Recruiting

Debra Blimline, CEOE, Baltimore County

Retirees

Marsha Miller, CEOE, Howard County

Scholarship

Winopa Mbakop, Baltimore County

Ways and Means

Debi Decker, CEOE, Baltimore County

Web Site

Sue Heller, Frederick County



What's New with Louise Henderson Nelson (LHN)

NEW Louise Henderson Nelson (LHN) Committee Chair for 2009-2010

Congratulations and welcome to Cindy Baugher, Baltimore County, for volunteering to be the MAEOP LHN Chair for 2009-2010. I am confident that Cindy will continue to produce an award-winning program, and I thank her!

What's New with Lois Henderson Nelson (LHN)

As a way of keeping all MAEOP members informed about the different LHN service projects that are going on, information on upcoming projects, and results of past projects, will be posted in the newsletter and on the MAEOP Web site.

Participation in these LHN projects is what makes Maryland so successful in helping our communities, and we need everyone's help. If you or a colleague has set up a similar project or have helped your community personally (whether it is a donation to a local charity or a school food drive), please pass this information along to Cindy Baugher to record at cbaugher@bcps.org.

LHN PROJECT RESULTS

August 1 – 31, 2009 – Operation Baghdad Pups

No buddy gets left behind. From a war zone to a real home – that is the wish for the International SPCA. Operation Baghdad Pups has successfully rescued dogs befriended by our troops out of Iraq and Afghanistan, so they have something to look forward to when they return home. However, the logistics of moving animals from a war zone to a new home are extremely complicated and expensive. Donations of leashes, supplies, and money were given to help our soldiers bring their friends home. Thank you!

September 1– 30, 2009 – Sarah's Hope Outreach Center

This outreach center helps individuals who find

themselves homeless and in need of assistance, many of which are small children without a home to call their own, and many of whom rely on the generosity of others to help them meet basic daily needs like showering, dental hygiene, and clean clothes. Toiletry items and monetary donations were received to help this important resource for homeless children and families. Thanks to all who donated for this worthy cause.

October 1 – 31, 2009 – St. Mary's Helping Hands – Food Bank Collection

During the month of October, St. Mary's County collected canned food and monetary donations for a local food bank charity. MAEOP members and friends also brought their non-perishable food items to the annual MAEOP conference in Howard County this year. Thanks to Cheri Godfrey and her St. Mary's colleagues for taking all that food back. A whole minivan full of food was donated. Many thanks to all who contributed to make this a success!

November 1 – 30, 2009 – Hospice of Washington County, MD

Memorial donations to the Hospice of Washington County, MD, was collected in memory of Marge Gossard, Past President of MAEOP, who lost her heroic battle with breast cancer on July 10, 2009. Through the generosity of MAEOP Retirees and members' donations, \$100 was collected and sent in honor of Marge Gossard. Thank you to all for making this project such a great success.

UPCOMING LHN PROJECTS

December 1 – 31, 2009 – Be a Santa to a Senior

Baltimore County's Pinewood Elementary School and staff, in conjunction with HomeInstead Senior Care, invite you to support their National "Be a Santa to a Senior" program by providing holiday cheer to the residents of Brightview. Donations of gift items are being requested. A flyer will be sent and posted to the MAEOP Web site. For more information you may contact Laura Nossel at lnossel@bcps.org.



Editor's Thoughts - Sue Heller



I was very impressed by the students who participated at the conference. The morning began with the stunning JROTC color guard of Atholton High School. They presented the colors with honor and pride. I was unable to get a picture of them during the ceremony and caught up with them afterwards for the picture above. I was immediately struck with the great care they took in everything they did, including deciding on how to pose for this picture. Once the picture was taken, I had the chance to talk with them as to their plans after graduation. All talked of hopes of either attending an academy or ROTC program at some distinguished university. These young men are a true credit to their schools and families.

During lunch, the Centennial High Quartet performed. The music was beautiful. Sadly, I did not get a chance to speak to them or the chance to thank them for making the meal more enjoyable through their music. What I did realize was to perform in this manner takes a huge amount of commitment and dedication of time. Once again,

I was truly impressed with their performance.

Prior to lunch, the Leon B. Pennington Scholarship was presented to Davon Kenny of Dundalk High School. Presenter Winopa Mbakop shared Davon's accomplishments with the audience. (See previous article on page 7.) While going through the buffet, I had an opportunity to speak to his mother. She spoke only of her great pride for Davon and how important his faith was to him. Once again, I walked away impressed by this young man.

During lunch, I sat with the group from Frederick County Public Schools (FCPS) who came to see their superintendent, Dr. Linda Burgee, be honored as MAEOP Administrator of the Year. At the table were FCPS BOE members, an executive director, a former associate superintendent, and Dr. Burgee's administrative assistant. All during lunch, we shared stories of our personal experiences in education. All stories seemed to center around students.

While reflecting on the conference during my drive home to Pennsylvania, it was then that I realized the reason for attending the conference that day. Sure, it was great to participate in the workshops, network with old colleagues, and meet new faces. Ultimately, we were there to make ourselves better EOPs in order to be more effective in our jobs, which ultimately helps students to succeed. From my personal observations that day at the conference, it's working!

I love my job!

Wishing all a wonderful holiday,

Sue Heller
Editor



Office Tips *-Debra Blimline*

None of Your Business

Definitely Indefinite Pronouns

You can be undecided about donuts, a Saturday night date, or client data. But verbs after indefinite pronouns call for a decision. Indefinite pronouns are those such as *none*, *most*, *all*, *one*, *some*, *more*, or *any*. Verbs after these pronouns can be singular or plural, depending on what noun or pronoun they replace or refer to in context.

Most of my equipment *is* under warranty.

Most of my computers *are* under warranty.

Some of the bombs *have been set* to detonate at noon.

Some of the paint *has been leaking*.

All of the paperwork *is* complete.

All of the contracts *are* complete.

None of the building *has been damaged*.

None of the employees *have been complaining*.

If you're going to get any grief about this, somebody somewhere will probably want to lecture you about *none*, insisting that *none* means "not one." Mrs. McCullough, seventh grade English, bless her heart, pursed her lips and insisted on that until the day she died--or at least until I graduated. But *none* can mean "not one" or "not any." More frequently than not, people use it to mean "not any."

None of the cars *are* damaged. (not any)

None of the cars *is* damaged. (not even one--how remarkable)

None of the coins *are* missing. (not any)

None of the coins *is* missing. (not even one--amazing)

With indefinite pronouns, be definite. Consider the context to determine the meaning, and then make the verb choice either singular or plural.



Health Tip



Health Tip: Getting Home Safely

Whether it's your children or grandchildren, your spouse, parents, dog, neighbors or good friends, someone is counting on you to get home safely every day. Although we may be tempted or feel pressured to continue working during our drive home, texting or talking on our cell phones is not worth the risk. Distracted driving is unsafe and, in a split second, can have devastating consequences.

Texting while driving— or tinkering with devices such as a cell phone or GPS— is a leading factor in traffic accidents nationwide. Whenever someone takes their focus off the road— even for just a few seconds— they put their lives and the lives of others in danger. According to the National Highway Traffic Safety Administration, nearly 6,000 people died in 2008 in crashes involving a distracted or inattentive driver and more than half a million people were injured. Crashes that result from inattentive behavior are predictable and preventable. Being a safe driver also means keeping your vehicle in safe operating condition, properly preparing for each trip, remaining attentive to road conditions, being aware of your abilities, and knowing how to react in emergency situations.

Assess your driving practices to ensure you get home safely. The following tips are designed to increase safety on the road:

- Be well-rested before getting behind the wheel of a car.
- Avoid taking medications that make you drowsy.
- Do not drive if you are upset or angry. Your emotions can reduce your alertness to situations requiring quick action.
- Reduce your stress by always planning your route ahead of time.
- Plan to arrive at least 10 minutes before the scheduled time. Speeding gives you less time to stop or react. As your speed increases, so does your braking distance.
- Always wear your seat belt and make sure all passengers buckle up as well.
- Avoid distractions such as adjusting the radio, eating or drinking, or texting. Talking on the phone increases your chance of a collision by nearly 400 percent. If you must use a phone, pull over into a safe, well-lit parking area and place your call there.
- Use turn signals to indicate your intention to turn or change lanes. Enable your turn signals early enough to give other drivers time to react to your action.
- When traveling behind other vehicles, leave at least a four second space between you and the next vehicle. When the car in front of you passes a stationary object, slowly count to yourself. If you pass the object before the allotted time, you should back off. When traveling at night or in inclement weather, these times should be doubled.
- In bad weather, brakes should be applied extra slowly without making sudden moves to avoid losing control of your vehicle.
- Make sure your windshield is clean. At sunrise and sunset, light reflecting off a dirty windshield can momentarily inhibit you from seeing clearly.
- Never drink alcohol and drive, and don't ride with anyone who has been drinking.

Sources: National Highway Traffic Safety Administration, Occupational Safety and Health Administration, LifeWork Strategies, Washington and Shady Grove Adventist Hospitals. The Health Tip of the Week is for educational purposes only. For additional information, consult your physician. Please feel free to copy and distribute this health resource.