

## Teresa's Tidbits

### A MESSAGE FROM THE PRESIDENT

Spring is a wonderful time of year giving us more time outside doing things we love. Whether you are taking walks, playing in the garden, visiting outdoor places, attending sports events (or playing in them), or going to the park, enjoy every minute of it! Cherish the memories and all the joy they bring.

I will continue my field service work by visiting some of our NAEOP affiliations at their annual conferences. I recently attended the South Carolina (SCAEOP) conference in February, will join North Carolina (NCAEOP) in March, and New Hampshire (NAEOP NE Area) in May. What great professional development opportunities with learning and networking. If you are looking to grow, visit our NAEOP website under professional development [www.naeop.org/professional-development](http://www.naeop.org/professional-development) for these and other opportunities.

Plans for our NAEOP annual conference are coming together, and we look forward to welcoming educational office professionals from all over the country to Little Rock, Arkansas. As members, please do your part in inviting those you work with to join us to Dream, Inspire, and Grow in NAEOP. Feel free to use the marketing letter on our NAEOP website under the Membership tab [www.naeop.org/membership](http://www.naeop.org/membership) and share the conference brochure with your administrator/supervisor to inform them of this fantastic way to invest in your future.

Wishing you well going into the final months of the school year!

Fondly,

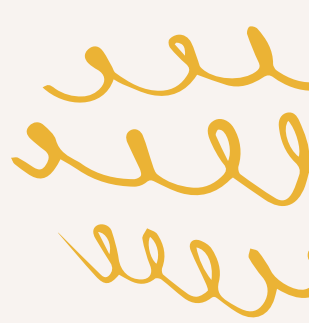
**Teresa Himmelberger, CEOE**  
2023-24 NAEOP President  
[president@naeopboard.org](mailto:president@naeopboard.org)



DREAM. INSPIRE. GROW.

in **NAEOP**

# Leadership



## 2023-2024 Board Members

### Left to right from top to bottom:

Shelia Stanley, Sharon Lucas, Lisa Morehouse, Christina Franklin, Angie Troutman, Katherine Reichley, Lola Young, Kathie Jarvis, Laurie Cannon, Marie Freeman, Jackie Flood, Melody Wise Butler, Wendy Heslink, Marybeth Gawrys, Mary Guest, Teresa Himmelberger, Dena Henricks, Bonnie J. Miller

For additional photos and board information, visit us at [About NAEOP – National Association for Educational Office Professionals](#)

## dates & deadlines



### dates to remember

March 15, 2024

Awards and Scholarships Deadline

May 10, 2024

Items Due for Next Newsletter

May 15, 2024

Affiliate Advisory Council Delegate Form Due

June 15, 2024

Annual Report Conference Registration Deadline

June 30, 2024

Annual Conference Registration must be paid in full

July 14-17, 2024

NAEOP Annual Conference, Little Rock, AR



## Table of Contents

01	President's Letter
02	Leadership/Dates & Deadlines
03	Affiliations
04	Annual Conference
05	PSP
06	Recognition
07	Membership Spotlight
08	New Members
09	Anniversaries

## contact us

Public Relations Committee  
Katherine Reichley, CEOE - Chairman  
northeast@naeopboard.org

Committee Members  
Tannish Barnes  
Andrea S. Boring, CEOE  
Laurie Cannon, CEOE  
Christina Franklin, CEOE  
Ruth James, CEOE  
Jason Wynia, CESE

National Office Staff  
Taylor Moore, Executive Director  
Shianne Yarrington, Account Coordinator



# education

## Core Aspect of NAEOP: Affiliations

*Submitted by Marie Freeman, CEOE, Chairman, Affiliations & Advisory Council Committee*

Affiliates of NAEOP are associations who work closely with NAEOP. The affiliate benefits by having NAEOP as a guide for structural things like bylaws, professional development field service upon request, and providing a delegate to the Advisory Council held during the July Annual Conference. NAEOP affiliates can nominate candidates for a variety of awards and scholarships. These applications and fees are due on March 15 each year.

The affiliation year runs from August 1 to July 31. The dues are based on the affiliate membership at the end of the previous year. Currently, affiliated associations will begin receiving reminders in May for the 2024-25 year. The outgoing board of an affiliate may need to approve the expenditure for affiliation in order to meet the September 15 deadline.

For more information, visit the [naeop.org](http://naeop.org) website. Under the Get Involved tab is a link for Affiliates & Committees. On this page, there is a button that links to more information about affiliations. You only need three people to get an affiliate started and there is a PowerPoint with details about how to start a new affiliate. The Affiliations & Advisory Council Committee is also available to answer questions.

## Fall 2023 Educational Office Professionals of Ohio Conference

*Submitted by Taylor Reed, Southern Ohio Educational Service Center*

The Educational Office Professionals of Ohio (EOPO) gathered for their fall conference on October 6, 2023, at Baldwin Wallace University. The event featured guest speakers Jay T. Hairston presenting on Diversity and Kim Langley discussing "The Real Science of Happiness." Kinglsey Magpoc shared about Canva and how this software can help with infographics and designs. Jackie Rodriguez shared on reflecting and de-stressing strategies for the workplace. All speakers provided valuable insights and advice on a range of topics.

Attendees could take advantage of financial planning breakout sessions with representatives from School Employees Retirement System (SERS) and Primerica. EOPO organized a fundraiser for the EDWINS Leadership & Restaurant Institute that offers formerly incarcerated adults a foundation in the culinary and hospitality industries and a support network necessary for long-term success. EDWINS' mission is three-fold: to teach a skilled and in-demand trade in the culinary arts, empower willing minds through a passion for hospitality management, and prepare students for a successful transition home.

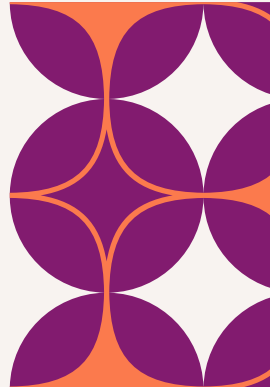
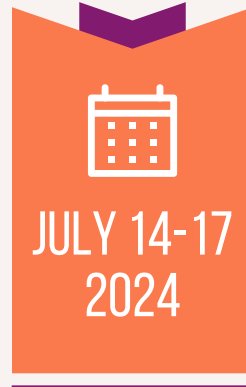


Learn more about the NAEOP Annual Conference by clicking here!

Get Registered!

# NAEOP 90th Annual Conference

*Double Tree Downtown  
Little Rock, Arkansas*



## Technology Summit *Google Gab with Angie and Terri*

Angie Williams and Terri Freeny  
Fort Smith Public Schools

SUNDAY, JULY 14, 2024 - 10:00 AM - 3:00 PM



We are Technology Integration Specialists with 50+ years of combined experience teaching technology to both students and adults. We love learning about new techie things, and sharing resources to help others!

Conference attendees will have the option to add-on this Technology Summit to their registration for an additional \$75.00

## Keynote Speaker – Opening Session

### *Are You All In?*

LISA OLSEN, MS, CWCA:  
MONDAY, JULY 15, 2024 - 9:30 - 11:30 AM

Lisa advocates continuous learning and encourages administrative professionals to expand their potential, take initiative and practice being “relationship engineers.” An enthusiastic and sought-after international speaker, her presentation style is engaging, educational, and motivational.



# Professional Standards Program Updates

Submitted by Bonnie J. Miller, CEOE, NAEOP Immediate Past President/PSP Chairman

The PSP Committee recommended two changes to the NAEOP Board of Directors in January 2024 which were both approved. The changes have been incorporated into the materials available on the website under the Programs tab. Below is a brief summary of the changes:

- Work Experience: full and part time work experience is defined
- Professional Activity Points: workshop and seminar presenter now receive two points per presentation

Members attending the NAEOP Annual Conference July 14-17, 2024, in Little Rock, Arkansas, are invited to participate in two different PSP sessions.

- Tuesday, July 16 at 8:00 am, "PSP Basics: Information & Work Session" will be an overview of the PSP and application process
- Tuesday, July 16 at 3:00 pm, "PSP Chairmen: Understanding & Promoting PSP" is designed for PSP Affiliated Chairmen and Presidents to discuss and provide guidance for the role of PSP Chairman

Below are a few reminders to assist with the processing of applications:

- Applications must be approved/signed by your PSP Chairman/President who has a PSP certificate. If you do not have someone to review your application, contact Bonnie Miller.
- Applications should be submitted electronically. Due to length, you may need to email the application in multiple documents and emails.
- Documents with names other than current surname should be noted on the application.
- The national office reviews applications monthly during the last week of each month. Regardless of when they are received, applicants will be notified upon receipt of the application.
- Applications must be reviewed and approved by May 15 in order for applicants to participate in the PSP Banquet at the annual conference.

**PSP Fireside Chats are held every six to eight weeks to share ideas, obtain clarification, and provide support. If you are a PSP Chairman or President who would like to participate in the Fireside Chats or an individual with questions about the PSP program, reach out to Bonnie J. Miller, CEOE, at [bmiller@paceschool.org](mailto:bmiller@paceschool.org) (include PSP in the subject line) or by phone at 412-342-4386 or 412-877-9036.**

## Professional Standards Program Recipients: DEC 2023 – FEB 2024

Stephanie Bento NY  
 Lisa Blau CEOE WA  
 Brenda Boese AK  
 Mary Kathleen Brennan CEOE NY  
 Mary Craig CEOE\* WA  
 Julie Dansky NE  
 Vickie Eaves CEOE\* AR

Angela Fitzgerald CEOE VA  
 Shannon Fitzwater-Ratner CEOE WA  
 Rachael Gage AK  
 Delores Goodwin CEOE SC  
 Sarah Holleran CEOE KY  
 Debra Jones\* AK  
 Pamela Jones CEOE\* WA  
 Barbara Kennington CEOE SC  
 Frances Khan\* AK  
 Alice Larson CEOE\* WA  
 Maggie Lesnak CEOE MO  
 Rory McCormick NY  
 Tammy McCoy CEOE NC

Charnjit Nishi Dhoot CEOE WA  
 Deirdre Palmer WA  
 Christy Playter CEOE MO  
 Stephanie Waters WA  
 Kimberly Woolley CEOE WA  
 Kavya Yogeesh Rao WA



\* Denotes Recertification

# recognition



**Sharon McLean, CEOE, South Carolina - Georgetown County Association of Educational Office Professionals (GCAEOP)**

### **Office Professional of the Year**

Sharon McLean, CEOE, has been a member of her local and state associations for seven years and has held several offices including GCAEOP President and is currently the SCAEOP Website Coordinator. Sharon is praised by her peers for being extremely approachable and for her ability to manage the school's daily operations. Sharon has been happily married for 13 years and has a 20-year old step daughter and a 10-year old son with whom she enjoys building Lego's and reading Harry Potter. In her spare time, Sharon likes to play weekly Dominos with her family and is an avid reader.



**Jennifer Hedrick, CEOE, South Carolina - Richland County Association of Educational Office Professionals (RCAEOP)**

### **Office Professional of the Year**

Jennifer Hedrick, CEOE, is a skilled educational office professional and is currently employed by Richland 2 District in South Carolina at Blythewood High School as the Student Data Coordinator. She has served as the Website Coordinator for the Richland County Association of Educational Office Professionals (RCAEOP) as well as the South Carolina Association of Educational Office Professionals (SCAEOP) as Website Coordinator for the past eight years. She was responsible for creating the online store for RCAEOP and SCAEOP which gave members the ability to auto fill applications, pay online for conference registrations, and purchase office professional merchandise. Her websites have won NAEOP awards since 2017, and her knowledge and computer expertise brought her local and state associations up to speed "technology-wise" to the 21st Century.



**Mary Beth Smith, CEOE, Ohio - Ohio Association for Career and Technical Education Ambassador of the Year**

Mary Beth Smith has been involved in career-technical education in Ohio since 1989. She has served Great Oaks Career Campuses students, staff, Board of Directors, and community/business partners in many different capacities. Mary Beth began her career as a job coach working with students at their on-job sites to help them become successful and productive in their careers. Mary Beth has served as a member and officer in the Educational Office Professionals of Ohio (EOPO) including two-terms as President from 2017-2019. She was also the Career-Technical Council Chairman for NAEOP. Mary Beth demonstrates a high level of commitment and leads by example, thus increasing the overall success of not only our organization, but all involved in career-tech education!

## **Advisory Council...**

- is one way the voices of the members are heard.
- is held during the July Annual Conference. This year it is scheduled on Sunday, July 14 from 3:30-5 pm.
- includes one voting delegate from each affiliation who wants to participate. The affiliation must appoint a delegate who is a member of NAEOP.

Around April 15, affiliations will receive an email from the National Office with their delegate packet. The delegate form is due May 15.

*did you know?*

## Membership Spotlight

### COUNCIL MEMBERS

#### Administrative Council - Carol Coleman, CEOE

Carol Coleman, CEOE, works for Fayette County Public Schools in Lexington, Kentucky, and is currently the President for Kentucky Association of Educational Officer Professionals (KYAEOP) and Fayette County Association of Educational Office Professionals (FCAEOP). Carol has worked in education for over 20 years. She has been a member of NAEOP since 2018. In 2019, she was instrumental in founding Kentucky's state affiliation KYAEOP and a local affiliation, FCAEOP. When asked to describe herself, Carol states, "I am confident, motivated, energetic, positive, and a go-getter. I do not sit down! (Just ask my co-workers!). I love to take on projects and am a social butterfly. I do not let anything stop me. I love to be pushed and the more that is thrown at me, the more I thrive." When not at work, Carol enjoys coaching her son's Special Olympics softball team and being with family. "I have always dreamed of visiting New York and Alaska."



#### Elementary Council - Candy Maine, CEOE

I originally became a member of NAEOP in 1993 and rejoined May 2024 when I received the CEOE distinction. I loved networking with other professionals, learning how they do things, and the excitement in their voices during the professional learning. I have been a member of our Local, District, and State Associations since 1987. I am currently President of the Clerical Unit and serve on several committees. I joined the Horseheads Central School District in 1990 where I have been for 34 years as the Secretary of the Intermediate School, formerly Sing Sing Road Elementary School. I look at my job as taking care of my second family. The highlight of my day is seeing the students' smiles, hearing their laughter and the excitement in their eyes when we hold a special event or when they come into the Office to share something they have done. Success is knowing I was able to make a difference with a need someone had. Beyond school, my children and grandchildren are my biggest inspiration and blessings in life.



#### Secondary Council - Kathy Whitney, CEOE

My name is Kathy Whitney, CEOE, from East Wenatchee, Washington. I am the secretary for our district's Career and Technical Education Director and our department is located at Eastmont High School, which serves students in grades 7-12. I have been in this position for over 10 years and truly enjoy it. I also serve as the president of our local association - the Eastmont Secretaries Association. My sister, Tami Scott, who is the Office Manager at Eastmont, introduced me to NAEOP over 10 years ago. I appreciate the professional development that NAEOP offers, and if you have never been to the annual NAEOP conference, you just have to go! The speakers and professional development are top notch, not to mention the opportunities to connect with others in your field. Faith and family are my priorities. I love spending time with my grandkids, camping, and gardening. My husband and I have taken several motorcycle trips across the United States. My favorite was riding from Key West, Florida, to the Peace Arch at the Canadian border in Washington.



#### Higher Education Council - Bianca P. Abell, CEOE

I have worked in education for close to 24 years and have been a NAEOP member for 13 years. I am the Executive Assistant to the Vice President of Instruction and Student Support at Carteret Community College in Morehead City, North Carolina. I attended my first conference in St. Louis, Missouri, and my second conference was in Salt Lake City, Utah, online. I always dreamt of going to Hawaii, but then one year my husband took me to Tahiti to the island of Moorea. When I looked out of the room window, I just said to myself, "you are not in NC anymore." Everything was breathtaking - it was a trip to remember. Plus, the food was out of this world. I asked my co-worker Laura for three words to describe me. She first said colorful - not because I wear bright colors, but for my overall personality and sense of humor. She then said organized - because I am efficient and detail oriented. And lastly, loyal due to my deep sense of compassion and passion for things I do.

# new members

DEC 2023 - FEB 2024

Laurie Aldred CEOE	NY	Rachael Gage	AK	Ruba Oweis	WA
Laura Barnable	NY	Haley Gaston	SC	Zachary Painter	WA
Andrea Barreiro CEOE	NC	Melissa Gatto	NH	Latonia Penn	SC
Brenda Boese	AK	Penney Gilliland	AR	Melissa Ramos	FL
Charmian Bolton CEOE	KY	Jaquenette Green	CA	Angeline Reddick	MS
Simone Boone	TX	Jenna Gulley	AK	Priscilla Renew	TX
Eileen Breaton	NY	April Hagins	SC	Nova Rison	KY
Amy Buck	WA	Tanisha Harper	SC	Coti Robinson	OH
Stephanie Chambers	MO	Johnny Harris CEOE	KY	Donnittia Robinson	SC
Guy Chambers	OH	Erin Hayes	WA	Patrice Robinson	WA
Jamie Cheak	KY	Veronica Henderson	MD	Melissa Rodriguez	TX
Tamara Cheek	SC	Alissa Herbert	SC	Michelle Rudd	WA
Elizabeth Christenson	NY	Trudy Hicks	WA	Terry Sanders	SC
Kathleen Clements	NE	Robin Hutchings	AK	Olga Santiago	SC
KENYATA COCHRAN	KY	Jennifer Johnson	MO	Kimberly Schley	WA
Dion Compton	KY	Jennifer Johnson	DE	Concetta Scimeca CEOE	PA
Sherri Cox	MO	Chanphone Kittivong CESE	AK	RayQuetta Shuler	SC
Tracey Croisier	WA	Crystal Kochersberger	NY	Tanya Snellings	FL
Carol Cullen-Gray	NY	Keri Komorowski	MO	Cynthia Spinola CEOE	NY
Shelia Cummings	NC	Gwen Langley CEOE	VA	Tanoa Stamps	MS
Stacy Cunningham	SC	Maggie Lesnak CEOE	MO	Darlene Taft CEOE	NY
Veretta Dam	NY	Christine Lewis	SC	Gregory Teve, Jr.	AK
Sharla Daugherty	KY	Ann Lindemann	OR	Lauren Tourville	WA
Clarissa Dillard	WA	Kathleen Macdonald	NC	Keri Tucker CEOE	KY
Melanie Domkoski	MO	Elia Martinez Castro	WA	Kiomaris Vega Seda	KY
Linda Dorsey	SC	Shannon McCormack	NY	Tanetra Washington	SC
Tiffany Edwards	KY	Laura Millikan	WA	Jenie Webb	KY
Katrina Elliott	VA	Christine F. Mittner	NY	Charlene Williams	AK
Mary Erlan	NC	Toni Morgan	WA	Cameish Williams	SC
Ramela Fazlic	MO	Sheri Moyer CEOE	PA	Ryekaya Williams	SC
LaKeisha Feaster	SC	Veronica Murrell	KY	Laura Winblade	WA
Race Finnegan	WA	Beth Myers	NC	Ashley Winters	NY
Agnes Fitzgerald	NY	Nazmon Nahar	AK	Kavya Yogeesh Rao	WA
Asia Follensbee CEOE	KY	Heather Nelson	WA	Janine York	KY
Syetta Franklin	SC	Trinity Nix	SC		

## did you know?

The deadline for associations to affiliate with NAEOP is July 31 each year. The grace period for payments is September 15. If paid by September 15, affiliates receive all the benefits of membership like applying for awards and scholarships as well as having a delegate for the Advisory Council. Local, state, and regional groups can become affiliates.

More information on affiliates at <https://www.naeop.org/affiliates>.



**Membership Anniversary:**  
**ONE YEAR**

Mattie Alexander AK  
Rita Boughan MO  
Susie Carlson WA  
Stephanie Chisholm SC  
Maria Cruz SC  
Rosemary Culleeney-Duff CEO CA  
Amy Doyle MO  
Jennifer Duffy WA  
Sakinah Duncan VA  
Juno Fernandez Stevens CA  
Amanda Fillmore Martin VA  
Gloria Frazier SC  
Chelsea Glezen OH  
Melinda Goertz KS  
Laura Groia NY  
Kelvin Hastie SC  
Priscilla Hernandez SC  
Kathleen Holmes CA  
Elizabeth (Betsy) Howe NE  
Annette Johnson SC  
Lydia Johnson AK  
Christine Karpovich CEO NY  
Barbara Kennington SC  
Jill Kolberg AK  
Jennifer Lalumondier MO  
Lillian Lopez AK  
Kristin Mack NC  
Rory McCormick NY  
Nicole McNutty NC  
Itosha Meadows CEO KY  
Jory Mewborn AK  
Susanne Miller WA  
Kimberly Murray CEO SC  
Kenyatta Oliver SC  
Karen Remick NH  
Megan Riber WA  
Tami Rice WA  
Mary Ann Roscoe Dupuis AK  
Michelle Scott SC  
Bonnie Sindelar NE  
Precious Singleton SC  
Stacy Smith SC  
Christina Stevenson SC  
Karen Tambasco NY  
Dr. Mia Taylor TX  
Charise Ward VA  
Sonya Watson NC  
Christine Weber NY  
Lytonya Williams CEO KY  
Larrecia Williams KY  
Kimberly Woolley CEO WA  
Katie Young WV  
Dina Zavattieri SC

**DECEMBER 2023 - FEBRUARY 2024**

**Membership Anniversary:**  
**5 YEARS**

Mary Adeyemi CEO TX  
Janice Boyer PA  
Charlesetta Cheatham-Smith CEO NC  
Deana Coon CEO MO  
Sarah Decker CEO NY  
Kelli Derrig WA  
Ana Fernandez AK  
Amy Finney WA  
Carrie French CEO AR  
Hsiao Fu WA  
Jennifer Johnson CO  
Debra Jones AK  
Frances Khan AK  
Kshatriya Latten-Ford SC  
Louise Mikowychok CEO PA  
Charlotte Moore CEO NC  
Stephanie Ponciroli CEO MO  
Julie Potter NE  
Susan Saccente NJ  
Ashley Smith PA  
Jordan Stafford SC  
Mary Stephens-Bell CEO WA  
Christine Vitale CEO MO  
Kris Wallace NE  
Beckie Whited WA  
Shielah Williams AK

**Membership Anniversary:**  
**10 YEARS**

Shirley Beauchamp CEO AZ  
Peggy Clagett NE  
Elena Lindell CEO WA  
Linda Newsom CEO AR  
Beth Reaver Lee WA

**Membership Anniversary:**  
**15 YEARS**

Heather Bruce AK  
Sandra Bullock-Lomax CEO VA  
Tammie Elliott CO  
Dena Henricks CEO IL  
Jane Simonsen DE  
Ivy Smith CEO VA  
Edwina Washington CEO WA

**Membership Anniversary:**  
**20 YEARS**

Lynette Berry CEO NE  
Eddi Devore AZ  
Marylin G. Laganson AK

**Membership Anniversary:**  
**30+ YEARS**

Martha Carson IL  
Darlene Fisher AZ  
Judith Gagnier CEO NY  
Katherine Grove IL  
Pamela Lehnen CEO AR  
Allie Matthews CEO AZ  
Iris Maxwell CEO MO  
Janet Pearman UT  
Julieta Portillo CEO AZ  
Goldie Rhea KS  
Lorenza C. Sanchez CEO NM  
Gene Sharratt WA  
Florene Tipton OK  
Linda Tribble CEO KY  
Maude-Ruth Watson MN  
Wanda Weatherford CO  
Helen Wells CEO FL  
Sandra West CEO TX

*did you know?*

The colors of the National Association of Educational Office Professionals (NAEOP) are Green and Gold.

Green is for Growth.

Gold is for Standards.