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THE ESSENTIAL PIECE

2018-2019 NEWSLETTER & PUBLIC RELATIONS COMMITTEE

Tavares Joseph, Chair
Shavan Fulton, CEOE
Luke Luesing, CEOE
Vickie McIntyre, CEOE
Tamika Sherman

April
2019
ISSUE 07

Richland County Association of Educational Office Professionals Newsletter



OUR PURPOSE

RCAEOP strives to elevate the standards of office professionals in education by the exchanging and pooling of information, ideas and ideals, and by providing professional growth activities, thereby increasing the ability of office personnel to contribute to more positive educational experiences for students.

OUR MISSION

The mission of RCAEOP is to promote a high degree of integrity, professionalism, pride, teamwork, and respect of its diverse membership through networking, information, and educational opportunities.

*"Great things in business are never done by one person.
They're done by a team of people."*

-Steve Jobs

RCAEOP EXECUTIVE BOARD

President- Georgette Council, CEOE, gcouncil@richland2.org
President- Elect - Melody Butler CEOE, mbutler@richland2.org
Vice President- Tonia Jenerette, CEOE, goldentj69@yahoo.com

Treasurer- Patti Christenson, CEOE, pchrister@richland2.org
Secretary - Dee Dee Milakovich, CEOE, dmilakov@richland2.org
Immediate Past President- Nona Montoya, CEOE, nmontoya@richland2.org

President's Greeting

Georgette Council



Greetings RAEOP Members,

What a great year we have had so far. I can't begin to explain how elated I am with all of the successes we have realized. We are in the home stretch as they say with only a few more events and a few more meetings before we take a break for the summer. I am looking forward to another wonderful Gala and hope to see all of you there as we celebrate all of our award and scholarship recipients. It is a great opportunity to share with our guests and administrators all of the great things RAEOP is about. If you are coming, don't forget to invite your administrator and bring a guest so they can learn about our wonderful association.

I'm also very proud of and thankful for our professional growth committee which put on an outstanding professional development day this month. We had guests attend from six counties other than Richland County. Everyone had a great time. The speakers were fantastic and the networking over vision boards was wonderful. We now have an association vision board to display at each meeting. You will be hearing more about that in the future. If you missed this year's event, you definitely do not want to miss the next one.

Thank you also to all of our members who contributed to the community service project for Epworth Children's Home. Your donations will make a huge difference in the lives of the children who receive these items.

Thank You seems to be the theme of this message. I am ever thankful for all of you and the wonderful difference you make continuously in my life and that of your colleagues across Richland County. I am so proud to be a part of RAEOP, it is truly a family of caring individuals who encourage and empower one another.

Thanks again for all you have done and continue to do for our association and for the students and staff of Richland County.

*Georgette Council, CEOE
President*

RCAEOP

CONGRATULATIONS

2019 SCAEOP PRESIDENT



2019 SCAEOP PRESIDENT

HELLO RCAEOP!

IT IS TRULY AN HONOR TO SERVE AS YOUR SCAEOP PRESIDENT THIS YEAR. WORDS CANNOT EXPRESS HOW MUCH YOUR SMILING FACES AND SUPPORT WAS MUCH APPRECIATED THE NIGHT OF THE INSTALLATION. I WANT TO ENCOURAGE YOU ALL TO CONTINUE TO SHARE RCAEOP AND SCAEOP WITH YOUR FELLOW CO-WORKERS AND ALL THAT WILL LISTEN. CONTINUE TO LET YOUR PASSION FUEL YOU THIS YEAR AS YOU MEET NEW PEOPLE, ATTEND VARIOUS PROFESSIONAL DEVELOPMENTS AND CELEBRATE ONE ANOTHER IN YOUR ACCOMPLISHMENTS.

SINCERELY,
ERONDA L. JACKSON, CEOE

Rachel's Perspective

Points of Ponder

By: Rachel Phelps, CEOE



Points



Of



Ponder

Difficult roads often lead to beautiful destinations...
The journey or task maybe difficult to do, but the end result is beautiful.

Life happens between an inhale and an exhale...
Don't sweat the small stuff.
Work on what we can control and this too shall come to pass.

"You Got This!"...
Just have confidence in yourself. **You** can do it!

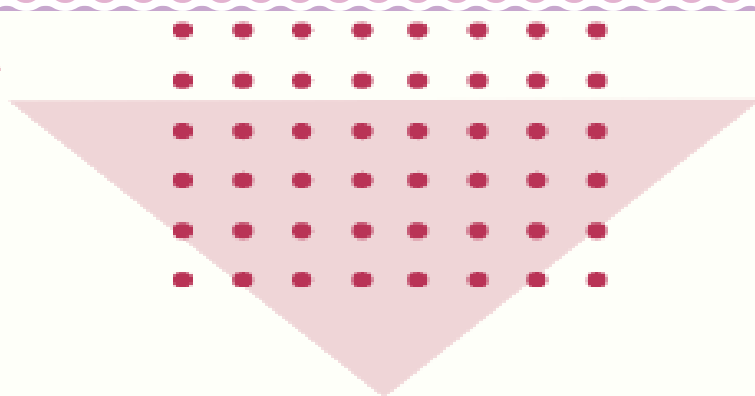
Try to be a rainbow in someone's cloud...
Reflect on the positive of every situation. Be an encouragement to others.

"Dare to cross the line"...
Be bold enough to step out of your comfort zone.

"Wherever you are, be all there"...
Give everything that you are doing...Give it 100%
Make every effort to be present.
To be present means to be there physically and mentally.
(Example: Sometimes our minds can wander at a meeting, conference, presentation, etc.)
And lastly....

Be YOUnique
Be yourself in order to be **Unique**.

Calender of Events

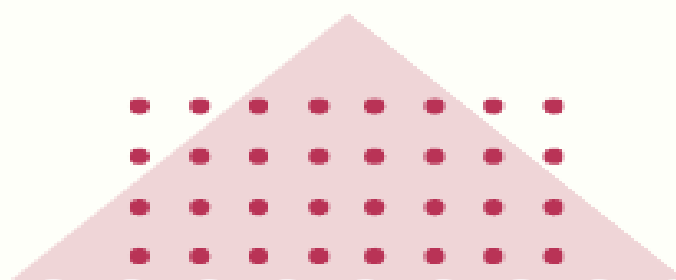


Calendar of Events

May 2, 2019-RCAEOP Annual Gala,
The Gala by JW

June 13, 2019-RCAEOP Meeting, 5:00
p.m. Richland Two Conference Center

July 15-20, 2019-NAEOP Conference,
Boise ID



SCAEOP'S Mentoring Program



Mentoring is a highly-valuable development activity implemented in many organizations. It is defined as the professional, one-to-one relationship where a more experienced individual helps another achieve his or her goals and skills through a series of time-limited, confidential, one-on-one conversations and other learning activities. Subsequently, advancing the personal and professional growth of the person being mentored. Mentors also draw benefits from the mentoring relationship. As a mentor, you will have the opportunity to share your wisdom and experiences, evolve your own thinking, develop a new relationship, and deepen your skills as a mentor.

Effective mentoring is a two-way street, meaning that both mentor and mentee must actively participate in the relationship to make it work. It is characterized by its intentionality - the partners in the relationship ask for or offer the mentoring, establish goals for the relationship and make agreements about its nature.

CONNECT. EMPOWER. INSPIRE.

SCAEOP Mentoring Team is implementing three tiers of mentoring opportunities that will connect, empower, and inspire its member at a local, state and national level.

Tier I Mentoring - Peer Career Mentoring

This mentoring tier will focus on aligning mentors and mentees who share the same work and career objectives.

Tier II Mentoring - Leadership Mentoring

This mentoring tier will focus on leadership development of up and coming and aspiring leaders. The focus is to prepare, train, support and attain the next generation of leaders in local, state and national associations of office professionals.

Tier III Mentoring - Affiliate Mentoring

This mentoring tier will focus on the establishment and support of new associations and affiliates in the SC Association of Educational Office Professionals. The focus is to provide support and assist with and provide training opportunities for new Boards in establishing and running an effective Office Professionals organization.



A brain to pick, an ear to listen and an occasional push in the right direction. -John Cosby

Mentoring Works

THE 2019-2020 SCAEOP MENTORING PROGRAM:
CONNECT. EMPOWER. INSPIRE.



ACTION

*Tier 1 Mentoring -
Peer Career Mentoring*

ACTION

*Tier 2 Mentoring -
Leadership Mentoring*

ACTION

*Tier 3 Mentoring -
Affiliate Mentoring*

Mentees

Tamara Baldwin
Tracy Brown
Kelsie Carter
Lisa Douthett
Susan Garris
Jessica Mitchell
Gail Ross
Michelle Slaughter
Valarie Williamson
Vonda Wilson
Shandel Zimmerman

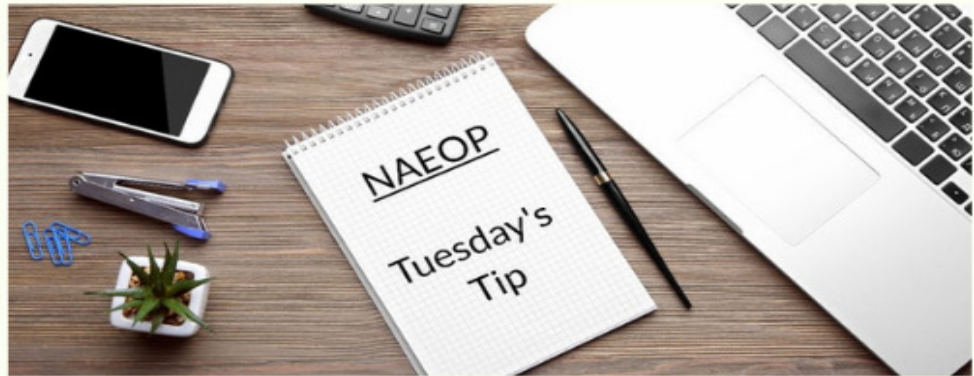
Kimberly Coward
Jill Averyhart
Melody Butler
Paula Rosenberger
Shavon Fulton
Judy Jacobs
Georgette Council
Tina Gregory
Darlene Montgomery
Veronica Watkins
Nicole Williams
Marybeth Gawrys
Evelyn Ratterree
Eronda Jackson

Mentors and Leadership

[For more information click here](#)

NAEOP Tuesday's Tip

Tuesday's Tip



Tuesday's Tip is a great way to showcase valuable information. Here are some examples: interview tips, tips for reducing stress, chrome shortcuts, and finding joy in your job.

Thank you to all RCAEOP members who have shared their Tuesday's Tip.

If you would like to record a Tuesday's Tip [click here](#)

Every Tuesday
you can view a
tip from an
educational
office
professional

R2I2 Leading Up

"Richland Two is offering a unique professional development opportunity for ALL employees--full time and part time".

RICHLAND SCHOOL DISTRICT TWO

Leading Up

SY2019-2020 Schedule

August 7, 2019
(8:30 AM - 3:30 PM)
Inclusion

August 8, 2019
(8:30 AM - 3:30 PM)
Partnering

October 2, 2019
(8:30 AM - 3:30 PM)
Innovation

November 14, 2019
(3:30 PM - 6:30 PM)
Data

January 16, 2020
(1:00 PM - 4:30 PM)
Diversity

March 5, 2020
(3:30 PM - 6:30 PM)
Communication

April 30, 2020
(4:15 PM - 6:30 PM)
Passion Project Presentations

Lead from where you are.

Moving but not feeling like you're going anywhere?

Want to be a positive and powerful influence?

Want space to grow professionally and personally?

Whether you are a classified or certified employee, R2 Leading Up is an opportunity for you to search, identify, and confirm your "why."

Why R2 Leading Up? The course of instruction will help you develop a passion project based on your interests to address needs of the district. The strategic plan's guiding principle practices form the basis of this personal leadership growth.

Why Me? You will be taken on a personal journey of self-discovery of your strengths and weaknesses and given space and place to identify how you can grow.

Why Now? Why *not* now? Leadership anchors the four cornerstones of our district's core values – Character, Community, Learning, and Joy. Join us on this journey of growth that will empower you to make a difference. Come visit us at

<http://r2leadingup.weebly.com/>

****Earn 32 educational credit hours for PSP/CEOE.****

Primary Contacts

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Belk Charity Sale

Richland County Association of Educational Office Professionals

Belk's Charity Sale

Date: May 4, 2019

Time: 7am - 9pm

Sandhills, Columbiana Mall, Richland Mall

Cost: \$5 per ticket

(Will receive \$5 off your purchase and access special sale prices)

Tickets can be purchased from RCAEOP members

