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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

February
2019
ISSUE 05

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.

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, pchrste@richland2.org
Secretary - Dee Dee Milakovich, CEOE, dmilakov@richland2.org
Immediate Past President- Nona Montoya, CEOE, nmontoya@richland2.org

President's Greeting



February 2019

Greetings RCAEOP Members,

There are so many exciting things coming up and ways for each of us to continue to learn and grow with RCAEOP. We are multitasking and making preparations to attend the Annual SCAEOP Conference in March and then making plans for our RCAEOP Annual Professional Development Day in April. In May we will host our 3rd Annual RCAEOP Gala. This is the highlight of our year, an opportunity for us to celebrate our award and scholarship recipients and to share all of the good news about RCAEOP and its initiatives. There is so much to be proud of in Richland County. In July, we will hopefully, take the largest state contingent to the NAEOP Conference in Boise, Idaho where our very own RCAEOP Past President, Jill Averyhart, CEOE, will be installed as the National President.

I am hopeful that you will all be attending each of these events, but realize that may not be possible. How can you be involved and supportive if you are unable to attend? You can donate items for the RCAEOP theme basket for the SCAEOP Conference, you can also donate a \$5 gift card to be used as a door prize. You can donate towels and/or toiletry items for our community service project collection at the April professional development day. You can volunteer to work with the scholarship committee and/or donate gift cards for the students who will be recognized at the Gala. You can promote the Gala to colleagues and administrators and encourage their attendance. Above all else, you can offer words of encouragement to those who are working both in front of and behind the scenes to make each of these events a success. A kind word or gesture, affirmation and positive feedback goes a long way in providing much-needed support.

RCAEOP is such a wonderful "family" of friends and I am honored and privileged to have been given the opportunity to be its leader this year. I look forward to all of the exciting events we have coming up and welcome your comments, questions and suggestions for each.

Thanks again for all you do for the students and staff of Richland County and for your support of RCAEOP.

Georgette Council

Georgette Council, CEOE
President

You did it!
Congratulations

“CEOE HIGHLIGHTS”

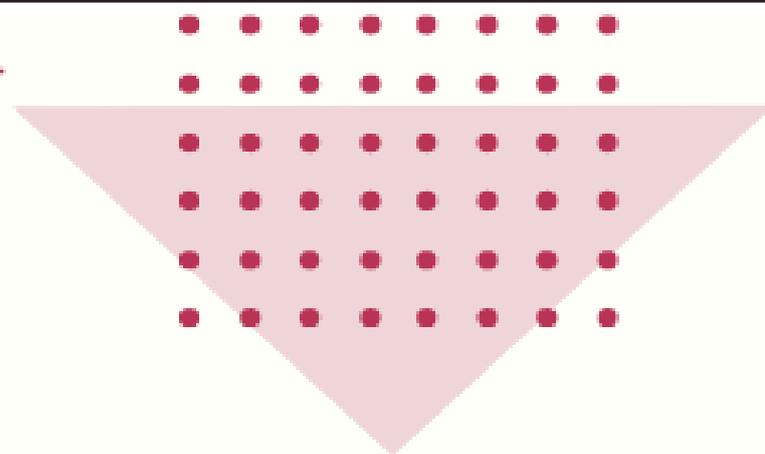
RCAEOP members received their CEOE
(Certified Educational Office Employee)
Congratulations!!



RCAEOP'S Professional Development

Professional development allows you to become more effective in the workplace. PD can provide skills you need to deliver a professional service to your customers. It ensures you are competent and helps you continue to make a meaningful contribution to your team. Individuals can enhance their skill set and become more proficient at their jobs in more ways than one, such as re-energizing your staff, improving efficiency, building confidence and credibility, and your knowledge stays relevant and up to date.





Calendar of Events

March 7, 2019-RCAEOP Meeting, 5:00 p.m. R2I2, 763 Fashion Drive

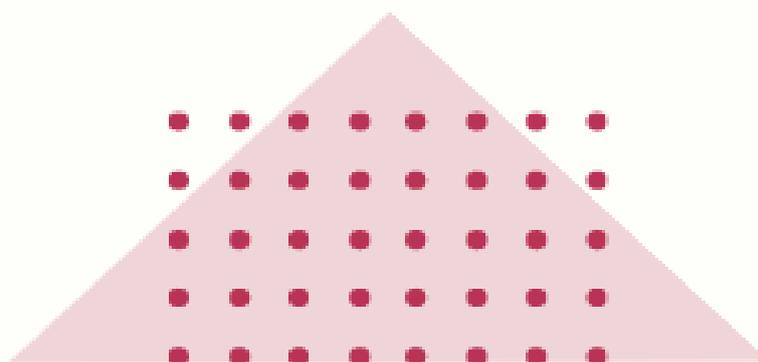
April 4, 2019-RCAEOP Meeting, 5:00 p.m. R2I2, 763 Fashion Drive

April 6, 2019-RCAEOP Professional Development Day, Richland Two Conference Center

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



L.E.A.R.N

 **NAEOP**

National Association of
Educational Office Professionals

L.E.A.R.N.

**The Monthly Newsletter for the National
Association of Educational
Office Professionals**

January - February 2019

The mission of the association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.

NAEOP is a three-pronged organization comprised of the active association, the retirees association and the educational foundation. In each issue we will share information related to each branch of the organization. We will also share industry and profession-related items of relevance as well as historical tidbits about the association.

LEADERSHIP

Opportunity is knocking ... will you answer the call? Some of these opportunities are on the local or state levels and others are on the National level. The opportunities can be to serve on a committee, serve in an appointed position or run for an elected position. ALL are important and all are necessary and my hope is that you will start by saying, "Yes" when the opportunities are afforded to you. ([Read More...](#))

EDUCATION

January 25, 2009 - this date will be forever etched into my mind. That is the day I lost my 23-year-old son, Jakob, to suicide. Jakob suffered from depression and made some bad decisions in his life. As his mother, I felt like I failed him. I didn't know what to do for him. At age 23 he was a grown-up, but he wasn't a grown-up. ([Read More...](#))

ACHIEVEMENT

What is Professionalism?
When looking up the definition of professionalism I found the following:
"-- the competence or skill expected of a professional - the conduct, aims, or qualities that characterize or mark a profession or a professional person - is usually used to describe the type of behavior you would expect from a professional person; for example, ([Read More...](#))

RECOGNITION

NAREOP SCHOLARSHIP FUNDRAISER WINNER ANNOUNCED
"Now I'm really going to celebrate my birthday" were the recent words of the opportunity drawing winner, Sharon Pace, from Orangeburg, SC, after learning she was the winner of a \$300 VISA gift card.
The fundraiser was announced in NAEOP's recent LEARN newsletter where ([Read More...](#))

NETWORKING

Did you know that NAEOP has a Pinterest site with 671 followers, 526 average daily viewers and an average of 14,787 monthly viewers? With 153 Boards and 5,727 Pins - What are you waiting for? Pinterest is a visual bookmarking tool that helps you discover and save creative ideas. The NAEOP Pinterest page offers tips on organizing your office, traveling, technology, ([Read More...](#))

We Love What We Do!!

Doing what you love provides a sense of meaning. You will feel more productive, enthusiastic, engaged, and dedicated to your work.



RCAEOP'S Tip of the month

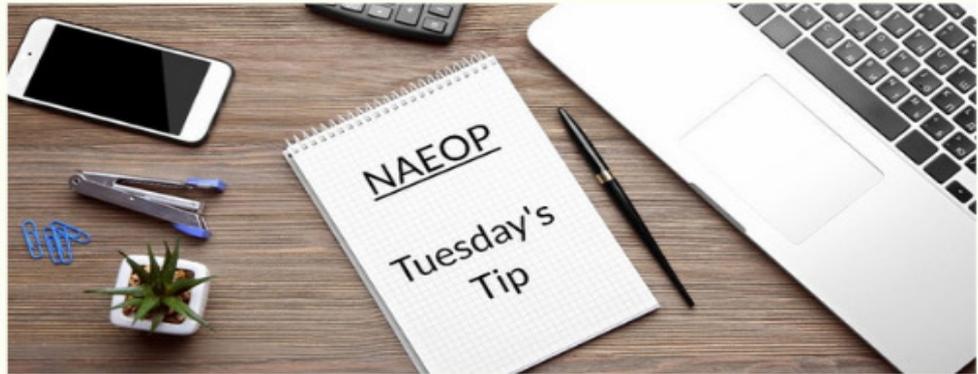
One simple formula for school customer service
[Click here](#)

By: Gerald Dawkins

Submitted by Luke Luesing, CEOE

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](#)

NAEOP Annual Conference



LET YOUR *Light Shine* WITH
NAEOP
2018-2019

NAEOP ANNUAL
CONFERENCE
JULY 15-20, 2019
BOISE, IDAHO



\$3 NEW MEMBER BONUS! JOIN BY 2/23, INSTALL THE IGIVE BUTTON, AND KEEP IT FOR 90 DAYS TO EARN A \$3 BONUS FOR SCAEOP INC.

To learn more or sign up now, click on iGive.com