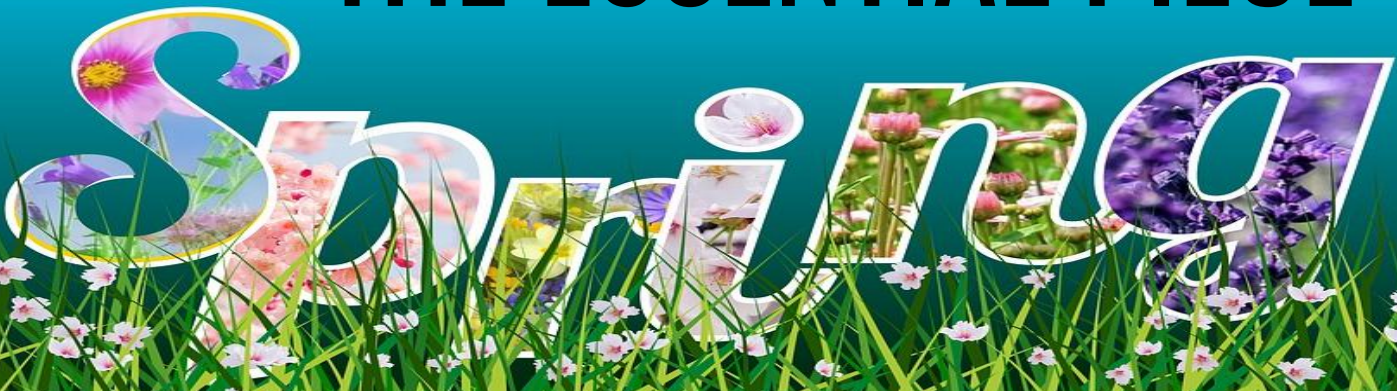


THE ESSENTIAL PIECE



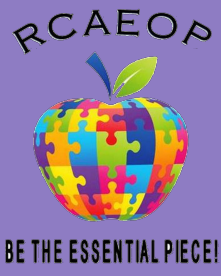
WHAT'S INSIDE

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Newsletter Committee:
Editors: Kim Samuels,
Sandra Baker, CEOE
763 Fashion Drive
Columbia, SC 29229

President's Message

Hello RCAEOP Family,

Itineraries has been filled with many highs and even a few lows during the 2021-22 year of our "Fantastic Voyage". Believe it or not, it is April 2022 and we are 75% through the school year.

How have your enjoyed your voyage? What type impacts have you made for self-care as well as positively impacting the success of students?

Though restrictions play a huge part in face-to-face interactions due to continued virus pandemic precautions, let us be thankful for technology that allows for virtually meeting, learning and networking.

The annual SCAEOP Conference was held February 3-6, 2022; the event was overwhelmingly a success. Awards were presented to Principal Inger Ferguson as SCAEOP's Administrator of the Year, as well as to me, Brian Weston, CEOE, as the SCAEOP Betty Blanton Office Professional of the Year. We are both grateful and honored to represent both our local and state affiliate.

Our committee chairs and committee members continue to do wonderful things for our members, students and community. Thank you continue to recruit; so you may pass the baton on for committees of the upcoming year!

Remember to check the website for updates. The website is resource rich for your growth.

In closing, you all play a vital role in your work environment. Remember, you are appreciated and YOU are an "Essential Piece"!!! Continue to have a "Fantastic Voyage"!

Please feel free to contact me should you have any questions or need any assistance at brian.weston@richlandone.org as we continue on our "Fantastic Voyage"!



2021-2022
RCAEOP President
Brian Weston, CEOE



RCAEOP NEWS

What's Happening with RCAEOP

Committee News:

Nominations and Elections:

Please consider running for office and help keep this great association running. We cannot do it without you! Nominations and Elections will be coming up soon. Check-out the Bylaws for a description of duties for each position: President Elect, Vice President, Secretary and Treasurer.

Details regarding the upcoming elections and a new nomination form which was sent out to everyone can be found in the newsletter (page 5 and 6 respectively).

Reach out to the members of the committee, listed below, for any questions.

Jennifer Dyarmett, CEOE - jdyarmett@richland2.org

Kimusha Samuels - ksamuels@richland2.org

Regina Bell - rbell@richland2.org

Monthly Meetings

Meetings are generally held on the first Thursday of each month at the Richland Two Conference Center, located inside Columbia Place Mall, at 5:00 p.m.

Currently we will continue to meet with Google Meets or Zoom, until further notice.

Tentative Meetings:

Oct. 7

Nov. 4

Dec. 2

Jan. 6

Feb. 10

Mar. 3

Apr. 7

May 5

June 2

RCAEOP NEWS

Committee News:

Professional Growth:

Our Professional Development Day is right around the corner, APRIL 23rd. Registration was open until March 29, 2022. A great day of professional development, networking and fun is planned to those pre-registered! PSP Program credits will be awarded.

Consider the Professional Standards Program (PSP), which is a voluntary certification program that encourages educational office professionals to grow professionally. [Click here](#) for more information.



PSP Recipients Recognized at the SCAEOP Conference:

Deneitra Jackson, CEOE

Roxanna Cubero, CEOE

Melissa Webber, CEOE

Recertified:

Sandra Baker, CEOE

Marybeth Gawrys, CEOE

Melody Wise Butler, CEOE

Connect with us on social media and Check out our new YouTube Channel



RCAEOP NEWS

BYLAW PROPOSED AMENDMENTS REVIEW

I.

Article I – Name - Mission - Purpose - Fiscal Year
Section 3 – Purpose

RCAEOP was formed for the purpose of improving the quality of service to the schools of Richland County. To this end RCAEOP shall strive to elevate the standards of office professionals, **and other support staff**, 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 office professionals, and other support staff**, to contribute to more positive educational experiences for students.

Recommendation:

To include, **and other support staff**, remove the words office personnel and replace with **office professionals, and other support staff**.

Rationale:

To update the purpose of RCAEOP to be consistent with changes made in the Professional Standards Program and the new Certified Educational Support Employee distinction, and to be consistent with the definition of an active member, Article III, Section 2.

II.

Article III – Membership
Section 2 – Active Membership

Active membership in RCAEOP shall be open to educational office ~~personnel~~ **professionals, or other support staff**, in any educational system or organization related to education in Richland County who has paid annual dues. Active members shall be eligible to vote on all matters coming before the Association, to serve on the committees, and to hold office.

Recommendation:

To include, **or other support staff** and replace the word personnel with **professionals**.

Rationale:

To update the definition to be consistent with changes made in the Professional Standards Program and the new Certified Educational Support Employee distinction.

III.

Article III – Membership
Section 4 – Retired Membership

Retired membership shall be open to any educational office ~~employee~~ **professional, or other support staff**, who has been a member of RCAEOP. The purpose of this group shall be to work for the mutual interests of its members and the association, and to encourage attendance and participation at meetings and conferences. Retired members shall have the same rights and privileges as active members except that of holding office.

Recommendation:

To include, **or other support staff** and replace the word employee with **professional**.

Committee News:

Bylaws:

On March 23, 2022 an email was sent to the Association from President Weston to please review the proposed Bylaws update(s) and rationale. Questions regarding these updates are to be sent to the Bylaws Committee Chair, Jennifer Dyarmett, at jdymett@richland2.org.

Rationale:

To update the definition to be consistent with the definition of an active member, Article III, Section 2.

IV.

Article VIII – Nominations & Elections
Section 2 – Nominations

Nomination for any vacant office may be made by a member or by self-nomination. No candidate may be placed on the ballot without the candidate's consent. Candidates for any office shall be active members of RCAEOP, shall also be members of SCAEOP and NAEOP, and employed full time as office ~~personnel~~ **professionals, or other support staff**, in an educational system. A candidate shall have been a member for at least two (2) consecutive ~~years~~ immediately preceding nomination.

Recommendation:

To include, **or other support staff** and replace the word personnel with **professionals**.

Rationale:

To be consistent with the definition of an active member, Article III, Section 2.

V.

Article XI – Amendments ~~To~~ Bylaws
Section 1 – Amendments

Amendments to the bylaws shall be submitted in writing to the Bylaws Committee Chairman. A report on proposed amendments shall be presented to the Executive Board for information prior to presentation to the membership for vote. Proposals of the Bylaws Committee shall be provided to the membership no later than ~~ten (10) days~~ **thirty (30) days** prior to the scheduled voting.

Recommendation:

To change from ten (10) to **thirty (30) days**.

Rationale:

To be consistent with the number of days listed under the Amendments Section in our state (SCAEOP) and national (NAEOP) organizations bylaws.

After 30 days, a ballot will be sent out to the members to vote.

RCAEOP NEWS

NOMINATIONS and ELECTIONS

RCAEOP

We NEED You!

*Get involved
and make a
difference*

ONE OF THE
GREATEST GIFTS
YOU CAN GIVE IS
YOUR TIME

CONTACT

Nominations & Elections Committee



POSITIONS AVAILABLE

PRESIDENT ELECT

VICE PRESIDENT

SECRETARY

TREASURER

ELIGIBILITY / TERMS OF OFFICE

ELIGIBILITY

- Must be an active member of the association whose annual dues are current
- Must be a member of SCAEOP and NAEOP
- Must be employed full time in an educational system
- Must have been a member for at least two (2) consecutive years immediately preceding nominations

TERMS OF OFFICE

- President Elect & Vice President shall be one (1) year and each shall serve one (1) term
- Secretary & Treasurer shall be two (2) years and each shall serve one (1) term

~ Nominations for any vacant office may be made by a member or self-nomination.

~ Candidate must agree to nomination before being placed on the ballot.

MISSION

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

RCAEOP NEWS



RCAEOP NOMINATION FORM 2022-2023 Executive Board

Nominee:

Full Name

Work Location:

School/Department

District

Contact Information:

Work Email

Nominated Office:

____ President Elect

____ Vice President

Secretary

Treasurer

Nominated by:

Full Name

Work Location

Work Email

District

Nominee has been contacted and agrees to nomination:

Yes

No

Email to Nominations and Election Committee no later than **APRIL 22, 2022**

Kim Samuels
Jennifer Dyarmett
Regina Bell

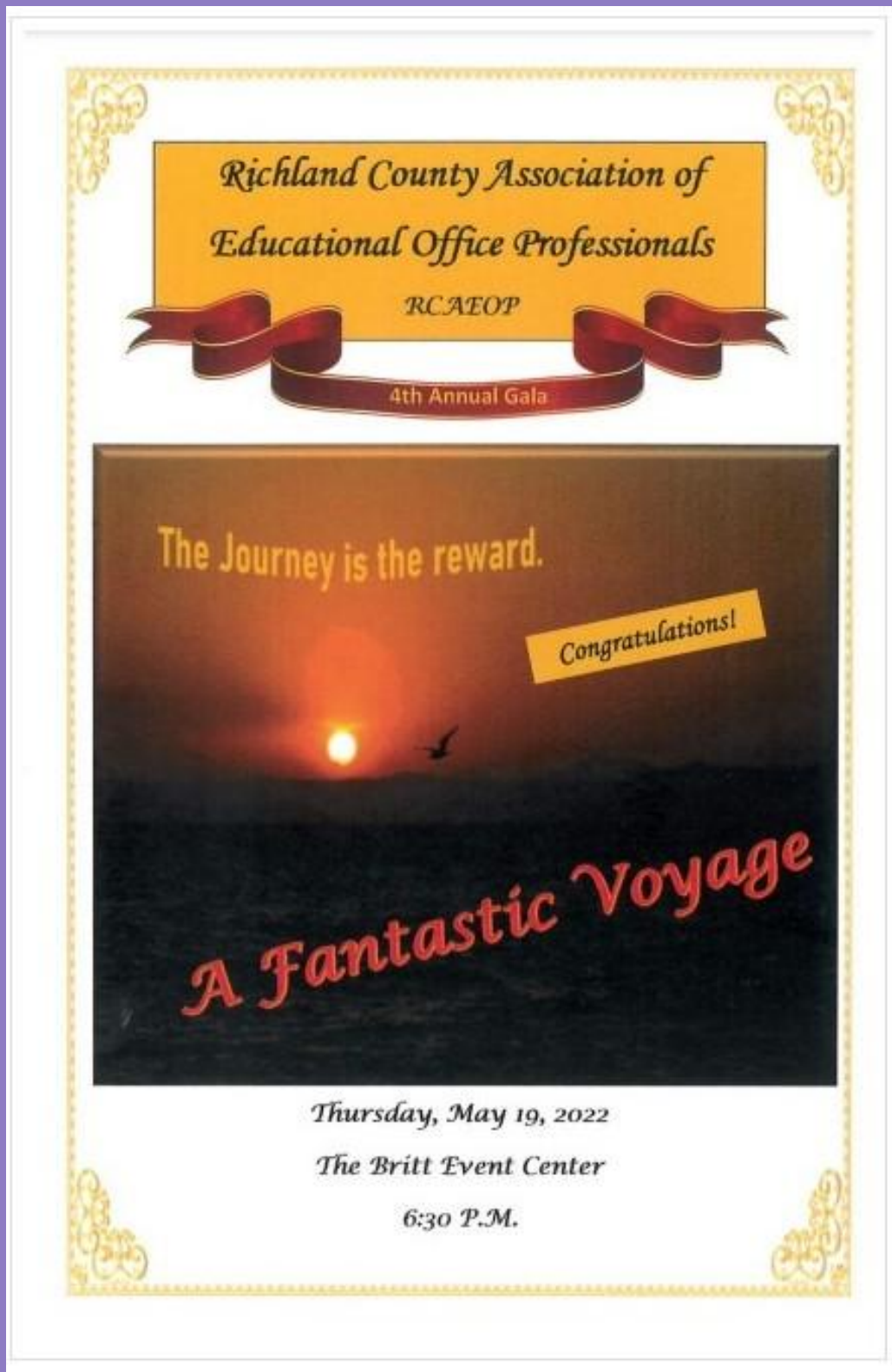
ksamuels@richland2.org
jdarmett@richland2.org
rbell@richland2.org

RCAEOP NEWS

IT'S BACK!!

Go to the RCAEOP website to purchase your tickets now! Don't wait and miss out on this wonderful event!!

Event AD details on the next page!



RCAEOP NEWS

RICHLAND COUNTY ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

4th ANNUAL GALA

SOUVENIR BOOKLET ADVERTISER FORM

FEE SCHEDULE

Please Select Size	
Full Page - \$25 <input type="checkbox"/>	Business Card - \$10 <input type="checkbox"/>
1 / 4 Page - \$15 <input type="checkbox"/>	"Shout Out" - \$10 <input type="checkbox"/>

BOOKLET SIZE: ½ LETTER 5.5 X 8.5

All ads will be printed in color. Please provide photo, camera-ready copy or business card. Please **DO NOT** send the only copy of your photo. **DO NOT** fold, staple, tape pictures, ad copy or business cards. Copy must be clean and free of all markings. If no photo or art is requested, text may be included in space below. You may also email your ad to **Bridget S. Bookert** bridget.bookert@richlandone.org. Your cancelled check is your receipt. Your check must accompany this form.

Please make checks payable to RCAEOP and mail to Olympia Learning Center, ATTN: Bridget S. Bookert, 621 Bluff Road, Columbia, SC 29201.

All ads are subject to editing and formatting limitations: RCAEOP has the right to refuse any ads deemed unacceptable.

Ad Deadline – Noon on Tuesday, May 10, 2022 (No exceptions)

Name: _____

Company Name (if applicable): _____

Mailing Address: _____

Day Phone#: _____

Email Address: _____

Text for Ad: _____

Advertiser Signature

Date

SCAEOP NEWS

SCAEOP Conference Highlights

Our very own President Brian Weston, CEOE, was named SCAEOP Office Professional of the Year!!

RCAEOP Administrator of the Year, Dr. Inger Ferguson was named SCAEOP Administrator of the Year!!

NAEOP President, Paula Rosenberger, CEOE, was giving away 4 free NAEOP memberships and Christine Lewis, won one! Congratulations!

President Brian Weston, CEOE, was recognized for 1st place in member recruitment, recruiting 21 new members and Laurie Canon, CEOE was 2nd place for recruiting 5 new members.

RCAEOP had 51 members in attendance and won 1st place for affiliate attendance.

RCAEOP members on the SCAEOP 2022-23 Board

Brian Weston, CEOE - Meeting Site Coordinator

Laurie Cannon, CEOE - Treasurer

Jennifer Hedrick, CEOE - Website Coordinator

Jennifer Dyarmett, CEOE - Area 5 Director

Melody Wise Butler, CEOE - Conference Chair, Presidential Advisor, Ways and Means

Bridget Bookert, CEOE - Presidential Aide, Community Service

Georgette Council, CEOE - Presidential Advisor



SCAEOP NEWS



SOUTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
(SCAEOP)



2022- 2023 COMMUNITY SERVICE PROJECT



Ronald McDonald
House Charities[®]
of the Carolinas

Keeping families close

CHARLESTON, COLUMBIA, GREENVILLE

REMINDER to Include
ALL dropoffs, donations /
contributions via
SCAEOP Community
Service Project

ATTENTION OFFICE PROFESSIONALS! We are now ready to officially kickoff our annual Community Service Project. Thank you for your contributions in helping us support the RMH Charities of **Charleston, Columbia** and **Greenville**. We are now accepting non-perishable items to stock the pantries and toiletries to help families with those *emergency* getaways. For the months of **March – June** we will support the **RMH of Charleston**. Continue to save those pop-tabs for yearlong fundraising incentives for all three charity houses. Monetary donations received will be used to purchase items. For record-keeping purposes, receipts of items purchased will be submitted to the SCAEOP Treasurer. **Submit ALL donations/contributions, drop-offs under SCAEOP Community Service Project.** Your cooperation is greatly appreciated. Ask co-workers, families, and friends for their support and contributions.



Top Items Needed:

- Individual Coffee Creamers
- Disposable Coffee Cups
- Garbage Bags
- Paper Towels – **All** Paper Products, Wraps Cutlery
- Individually Wrapped Snacks (Granola, Pudding, Oatmeal, Gummy Snacks, Crackers, Cookies, Ramen Noodles, etc.)
- Single size can goods w/pop tabs (Spaghetti, Ravioli, Fruit, etc.)
- Travel Size Toiletries
- Foil Pans
- To-Go Boxes



How You Can Donate Supplies:

SEND TO

Charleston Site Coordinator

Sydney Rice, CEOE
Sampit Elementary School,
69 Woodlawn Avenue
Georgetown, SC 29440

EMAIL / CONTACT

One of the above
SCAEOP members for
assistance

Kimmetta Tidwell, CEOE, SCAEOP President
Fairfield County Schools

ktidwell@fairfield1.org / (803) 635-6818 ext. 14125

COMMUNITY SERVICE COMMITTEE

Charleston Site Coordinator

Sydney Rice, CEOE, Co-Chair
Georgetown Schools

srice@gcsd.k12.sc.us / (843) 527-4411

Columbia Site Coordinators

Bridget S. Bookert, CEOE, Co-Chair
Richland One County Schools

bridget.bookert@richlandone.org / (803) 400-1694

Vickie McIntyre, CEOE

Richland Two County Schools

vmcintyr@richland2.org / (803) 738-3291

DROP OFF RMH/CHARLESTON

ATTN: Alix Tew,
(843-972-3038)

Any day of the week
between 8am and 8pm,
81 Gadsden Street
Charleston, SC 29401

SCAEOP NEWS



SOUTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (SCAEOP)

2022- 2023 COMMUNITY SERVICE PROJECT



Ronald McDonald
House Charities
of the Carolinas

Keeping families close



SCAEOP COMMUNITY SERVICE COMMITTEE

Bridget S. Bookert, CEOE, Co-Chair
Richland One County Schools
bridget.bookert@richlandone.org

Sydney Rice, CEOE, Co-Chair
Georgetown Schools
srice@gcsd.k12.sc.us

Vickie McIntyre, CEOE
Richland Two County Schools
vmcintyr@richland2.org

Kimmetta Tidwell, CEOE
SCAEOP President
Fairfield County Schools
ktidwell@fairfield1.org

CHARLESTON, COLUMBIA, GREENVILLE

YEAR LONG WISH LIST ITEMS



Hello, the members of the **South Carolina Association of Educational Office Professionals (SCAEOP)** are asking for your help. "We are determined to make a difference"! Save those **Pop Tabs**. Thank you for your support and contributions.

The **Annual** Charity of choice from **March 2022 – March 2023** is the **Ronald McDonald House Charities of South Carolina (Charleston, Columbia, Greenville)**. Your donations will go toward helping families in their most critical time of need. We will be using the wish list to start our campaign for items needed. Please contact one of the above SCAEOP members on how to donate. See below for the year-long contributions.

PAPER PRODUCTS

Paper towels, To-Go containers, Wrapped cutlery sets, Straws, Aluminum foil pans (full & half), Tupperware, Trash Bags, Disposable coffee cups (**No Styrofoam**), Wooden stirrers (**No Plastic**)

LAUNDRY / TOILETRY SUPPLIES

Fragrance Free Dryer Sheets, Laundry Detergent, Laundry Baskets, Footies, Travel -size (deodorant, toothpaste, toothbrushes, soap, mouthwash)

INDIVIDUAL WRAPPED FOODS

Condiments (ketchup, mustard, mayonnaise, jelly), Ramen Noodles, Salad dressings, Sugar, Splenda, Powdered Sugar, Mini powder/liquid coffee creamers, Chips, Cookies, Oatmeal, Trail mix, Pop-Tarts, Canned goods w/pop tabs (spaghetti, ravioli, etc.), Individual packets of Coffee, Salt/Pepper, Pudding/Fruit Cups, Granola Bars, Water (Any on the GO items)



CHARLESTON (March 2022 – June)
COLUMBIA (July – November)
GREENVILLE (December – March 2023)

DROP OFF SITES

Or Contact Nearest Community Svc. Member

President Kimmetta Tidwell
Fairfield County Schools / 803-635-6818 ext. 14125

(CHARLESTON – MARCH - JUNE)

Sydney Rice, CEOE
Sampit Elementary School
69 Woodland Ave. Georgetown, SC 29440
(843) 527-4411

(COLUMBIA – JULY – NOVEMBER)

Bridget S. Bookert, CEOE
Olympia Learning Center
621 Bluff Road, Cola, SC
803-400-1694

Vickie McIntyre, CEOE
Richland Two Schools
803-738-3291

GREENVILLE (DECEMBER – MARCH, 2023)
COLLECT & BRING TO CONFERENCE



L.E.A.R.N.
leadership • education • achievement • recognition • networking

News from NAEOP

Dear NAEOP members,

~ The NAEOP Annual Conference is just around the corner. Make plans to attend! This year the 2022 Annual Conference will be held in Salt Lake City, Utah from July 17 - 20

<https://www.naeop.org/annual-conference>

As always, Thank You for your support for NAEOP!

If you haven't seen it, NAEOP has a new website!! Check out the new website via the link below!

[NAEOP Website](#)

[Click here to join NAEOP](#)

Southeast Area News from Director Melody Wise Butler, CEOE

~ Save the Date!! The Southeast Area Meeting will be held on Thursday, July 7, 2022 from 2:30p-4:00p EST via Zoom. The meeting link will be forwarded closer to our meeting date. If you have any agenda items you want to discuss, please contact me directly.

~ SE Area Scholarship: This is a Southeast Area Member Dependent Scholarship. The deadline for submission is May 2, 2022. Application can be found on the Southeast section of the NAEOP website. In closing, remember I am here to be of service or assistance to you at any time, please do not hesitate to reach out. I can be reached via email at southeast@naeopboard.org.

National Association of Educational Office Professionals

521 First Street, PO Box 10

Milford, NE 68405

Phone: 316-942-4822 | Email: staff@naeop.org

Executive Board:

President

Brian Weston, CEOE

brian.weston@richlandone.org

President Elect

Jennifer Dyarmett, CEOE

jdymett@richland2.org

Vice President

Shandel Zimmerman

szimmerman@richland2.org

Treasurer

Georgina Hance, CEOE

ghance@richland2.org

Secretary

Kimberley Coward, CEOE

kcoward@richland2.org

Immediate Past President

Paula Rosenberger, CEOE

prosenbe@richland2.org

Committee Chairs:

Administrator of the Year Co-Chairs

Bylaws

Community Service Co-Chairs

Fundraising Co-Chairs

Membership/Recruitment Co-Chairs

Newsletter/Public Relations Co-Chairs

Nominations and Elections Co-Chairs

Office Professional of the Year Co-Chairs

Professional Growth

Refreshments Co-Chairs

Scholarship

Social Media Co-Chairs

Website

Bridget Bookert, CEOE & Patricia Sims

Jennifer Dyarmett, CEOE

Melody Wise Butler, CEOE &

Gloria Deramus

Shelia Washington, CEOE &

Joy Adams, CEOE

Jessica Thompson, CEOE &

Regina Henry

Kimusha Samuels &

Sandra Baker, CEOE

Kimusha Samuels &

Jennifer Dyarmett, CEOE

Tonia Jenerette, CEOE &

Dana Weaver-Pushia

Tamara Baldwin, CEOE

Roxanna Cubero, CEOE &

Deneitra Jackson, CEOE

Lorrie Holt

Jessica Thompson, CEOE &

Maria Arias, CEOE

Jennifer Hedrick, CEOE

If you would like to serve on any of these committees, please contact the chairman.