

Richland County Association of Educational Office Professionals

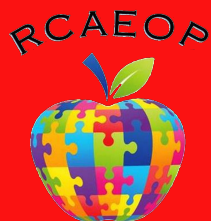
THE ESSENTIAL PIECE

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BE THE ESSENTIAL PIECE!

Newsletter Committee:

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

President's Message

Greetings RCAEOP Family and "Happy New Year" to everyone!

This year during our RCAEOP meetings, we have used our Professional Perspective time to focus on each letter of NAEOP's mission, "L.E.A.R.N." These letters stand for Leadership, Education, Achievement, Recognition and Networking.

During our last virtual RCAEOP meeting on December 2, 2021, the Professional Perspective focus was on the letter "R" (Recognition) of L.E.A.R.N. It is my continued effort to recognize RCAEOP members, and not have me as the focus. A homework assignment was announced to those logged on asking to submit self-recognition articles to be highlighted. At this time, none have been received,, so let's continue this challenge!. SCAEOP features on their main page a "member spotlight". This is my vision to do similar for RCAEOP. It does not have to be work related, you could spotlight "recognize" yourself or another member for a personal achievement.

Let's go and get those articles submitted!! I look forward to seeing you at the SCAEOP Conference where we can begin to focus on the final letter "N" (Networking).

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:

Fundraising:

Fundraising Committee would like to **THANK** all who helped with the annual scholarship fundraising project. We are excited to announce that we were able to raise enough funds to cover the (3) \$500.00 scholarships!! We look forward to being able to give these scholarships in May.

Congratulations to the Holiday Raffle Winners:

1st Place ~ Cortisha Epps (Smart Television)

2nd Place ~ Debra Knight (Google Mini Home Assistant)

3rd Place ~ Raymond & J. McDowell (\$50 Gift Card)

A very special thanks to my committee who worked very hard to meet our goal.

Thank you again,

Shelia E. Washington, CEOE Chairperson

Joy Adams, CEOE Co-Chair

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:

On behalf of the Professional Growth committee, we extend our gratitude to all who supported the process of collecting toiletries for our community service project. A special *Thank You* goes to Stevenson Administration Building educational office professionals for providing very clever and thoughtful items that are often overlooked. Your support is appreciated. *Thank You!*

Educational office professionals have a unique opportunity to impact countless lives of students, who are recipients of the service given. To enhance our service in the new year, there are tools to help us grow.

These growth opportunities include:

- 40th Annual SCAEOP Conference - February 3, 2022 - February 6, 2022.
- NAEOP Virtual Summit - February 15, 2022 and February 17, 2022
- 2022 RCAEOP Professional Development Day - April 2022 (specific day tbd)

Finally, the new year brings discussion about resolutions, new habits, new perspectives, and a fresh start. 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.

Happy New Year 2022,

Tamara Baldwin, CEOE and Committee

RCAEOP NEWS

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 will be sent out to everyone in the next month can be found in the newsletter (page 6 and 7 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



Office Professional of the Year:

Congratulations to President Brian Weston, CEOE who was named RCAEOP Office Professional of the Year.



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





ANNOUNCING
MRS. INGER FERGUSON
2021 ADMINISTRATOR OF THE YEAR

Sponsored by Mrs. Delores Goodwin



Mrs. Inger Ferguson has served as an Administrator for over 15 years wearing various hats throughout Richland One. Her supervisor, the employees whom she supervises, parents and students all share Mrs. Ferguson's enthusiasm for loving what she enjoys best - her students, staff, parents and her job. Her parents feel safe in knowing that she listens with compassion and does her best to address their concerns and accommodate their needs.

As a supervisor, Mrs. Ferguson demonstrates excellent communication skills in all venues. Her personal characteristics of patience, consideration, emotional stability and good judgement are great assets to the school and our district.

One of her student's parents reflected on the open-door policy that she never hesitates to offer direct contact information. *"There is no greater feeling than knowing your child is in a safe learning environment that has a leader who sincerely cares about the total well-being of all students."*

The sponsor of this candidate expressed Mrs. Ferguson's dedicated commitment as a district, school, faculty, staff and community leader sharing in personal and professional celebrations for staff and students. Mrs. Ferguson is extremely passionate in supporting the involvement of our Office Professional Organization by ensuring that all office professionals are included.

Thank you Mrs. Ferguson for your dedication, commitment, and efforts in supporting the Richland County Association of Educational Office Professionals on this *Fantastic Voyage* for an honor well-deserved.

Please join me in *proudly* congratulating **Mrs. Inger Ferguson**, Principal of Southeast Middle School with Richland School District One as our 2021 RCAEOP Administrator of the Year. Mrs. Ferguson has also been named as the 2021 South Carolina Administrator of the Year and will join us in February to be recognized at the 2022 SCAEOP conference.

Respectfully submitted

Bridget S. Bookert, CEOE, Chair
Administrator of the Year Committee



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
jdymett@richland2.org
rbell@richland2.org

SCAEOP NEWS

If you are placing an ad, congratulatory note, or would like to sponsor SCAEOP, please have your ad emailed to Sharon McLean at smclean@gcsd.k12.sc.us by **Friday, January 14th**. Please make sure you have also indicated the size desired.

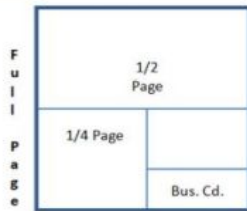
SOUVENIR BOOKLET ADS

All ads will be in black and white.

More details are included in the Conference Registration Packet.

Deadline is January 14th, 2022

Full Page	\$100.00
Half Page	\$ 50.00
Quarter Page	\$ 25.00
Business Card	\$ 20.00
Celebratory "Shout Out"	\$ 10.00
Inside Front/Back Cover	\$250.00
Back Cover	\$300.00



Ways & Means and Theme Basket tables will be set up and open every day during the conference hours. There will be a lot of great deals for everyone. You may pay with cash, check, or debit/credit card. There will also be 50/50 raffles going on every day (cash only).

SCAEOP CONFERENCE THEME BASKETS

All affiliates are responsible for providing a theme basket to be raffled off at the SCAEOP Conference in February. The proceeds from the theme baskets provide student scholarships every year.



SCAEOP Conference Corner Update

Happy New Year everyone! I hope you all had a wonderful holiday break. Can you believe our SCAEOP Conference is just around the corner (Thursday February 3 - Sunday February 6, 2022)?

Conference Committee: If you emailed me about helping me during the conference, please be on the lookout for a Google Doc in your email over the next few days so you can sign up for a date(s) and time(s). If you would like to help please email me, it isn't too late.

See you all soon!

Marybeth Gawrys, CEOE

Conference Chair

Email: mgawrys@richland2.org

Work # 803.691.3360 ext. 37106

Cell # 803.727.4961



SCAEOP NEWS



SCAEOP NEWS

Conference Schedule

THURSDAY, FEBRUARY 3

FIRST TIMERS EVENT - SCAEOP President Mary Beth Bowers, CEOE & SCAEOP President-Elect Kimmetta Tidwell, CEOE

FRIDAY, FEBRUARY 4

OPENING KEYNOTE SPEAKER - Dr. Mason Gary, Abbeville County School District Superintendent

TEAM BUILDING SESSION

AWARDS & MEMBERSHIP LUNCHEON

WORKSHOPS

- The Leader of the pack: the effects of leading by inspiration not intimidation - Lorraine Gardner, CEOE
- Break Free to Health and Vitality: Learning the 3 R's of Self-Care and Self-Management - Tamara Baldwin, CEOE
- Stick Together - NAEOP President, Paula Rosenberger, CEOE
- Handwritten Cards: A Lost Art - Susan Ashley
- Live, Learn, and Lead a Life of Self Care - Ruth James, CEOE
- Live, Learn, and Lead Through the Crisis - Vonnie Wigfall
- Come Dance With Me - Cheryl Grantham, CEOE

SATURDAY, FEBRUARY 5

ANNUAL MEMBERSHIP BUSINESS MEETING LUNCHEON WITH A LITTLE BIT OF FASHION

WORKSHOPS

- New Features of Google Workspace - Janine Sears
- Building A Website to Fit Your Brand - Jennifer Hedrick, CEOE
- How to Earn Your PSP, CEOE, & CESE Distinction - Clarice McKnight, CEOE
- How to Pre-Plan for A Funeral - Tommy Baker, Baker Funeral Home
- Power of Budgeting A Financial Fitness Seminar - Monty Faile
- Set the Bar: You're An Amazing Influence - Vonnie Wigfall
- The Leader of the Pack: The Effects of Leading by Inspiration Not Intimidation - Lorraine Gardner, CEOE

INSTALLATION BANQUET

SUNDAY, FEBRUARY 6

CLOSING KEYNOTE SPEAKER - Dr. J.R. Green, Fairfield County School District

Live Learn Lead



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

News from NAEOP

Dear NAEOP members,

~ It's that time again to submit items for Advisory Council for the 2022 Virtual Advisory Council meeting. *"The duties of the Advisory Council shall be to develop programs for the promotion of the Association's purposes and activities in the various states and localities; and to advise the Board of Directors in matters concerning the Association".*

If you have any items that you would like to be considered and brought before the Advisory Council, please email this information to President Brian Weston, CEOE at brian.weston@richlandone.org. Deadline to submit to national office is February 1, 2022.

~ Please consider signing up and attending the Virtual Summit being offered February 15 and February 17. You can earn up to 6 in-service hours. See pages 12, 13 and 14 of the Newsletter for details.

~ The NAEOP Annual Conference will be held this year in Salt Lake City, Utah. Registration information will be coming out soon! ***Save the dates: July 17-20, 2022***

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](#)

National Association of Educational Office Professionals

521 First Street, PO Box 10

Milford, NE 68405

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



National Association of
Educational Office Professionals

New Year, New You!

2022

February 15 & 17, 2022

12:00-3:30 pm EDT (with ½ hr. break)

6 Hours of In-Service

Registration is \$100 - Members will receive a \$50 discount

"Fearless Comeback: Make Your Bounce Back Your Bounce-Up™"

Mj Callaway, CSP, CVP - February 15th and 17th, 12:00-1:30 pm EDT

We are excited to have the energetic creator of the Bounce-Up concept to help us bounce-up higher and stronger during change, unexpected events, and disruptions that barrel through our personal and professional lives. (She knows a thing or two about bouncing-up during life-altering setbacks.) This engaging and interactive session will include real-life stories, powerful activities, and trademarked techniques infused with a side of inspiration. You'll walk away with an actionable plan to Bounce-Up!

PART 1: POWERING-UP!

In this session, it's all you and how to make every season The Most Wonderful Time of the Year by boosting resilience, expanding a positive mindset, and creating productive communication for a powerful YOU!

PART 2, BOUNCING-UP:

In this session, it's all about you building resources and your intentional circle of influence that will help you reach your personal and/or professional goals. More than likely you've heard Jim Rohn's popular quote "You are the five people you spend the most time with." This session provides a strategic plan for the five intentional people to have for your inner circle.



About Mj Callaway, CSP, CVP

As a resilience expert and corporate results accelerator, Mj is known for shifting staff attitudes and converting tactics into results. This two-time cancer survivor shares her trademarked strategy-driven techniques with organizations so that they can boost employees' resilience, maximize team results, and increase revenue. Mj's sales experience includes being the only female sales executive to be a top-five producer of a national building company, selling three times her annual quota. Her newly-released book, *Bounce-Up: Outpower Adversity, Boost Resilience, Rebound Higher*, has been endorsed by the CEO of the Healthy Workforce Institute.

"Ripples of Connection: Cultivating Networking & Engagement Skills"

Paul Wesselmann, The Ripples Guy - February 15th and 17th, 2:00-3:30 pm EDT

We have invited one of the warmest, most engaging speakers we have encountered to help us maximize our capacity to connect and engage with staff, students and parents even in really difficult situations (like, you know... extended global pandemic, hypothetically!). This fast-paced session will include loads of tips and techniques as well as a solid infusion of energy and positivity.

PART 1, we'll explore REACHING OUT skills to help us more effectively connect with others by exploring

- Personalities: how our natural work style can make our work easier--and sometimes harder
- Relationship Building: nurturing positive working relationships
- Communication: techniques to connect more effectively and efficiently
- Conflict: turning this monster into your friend

PART 2, we will turn inward for REACHING IN skills that can help us more consistently bring our best available selves to connecting with others, with the goal of developing:

- CURIOUS MINDS: leaning into the learning potential and grappling with thoughts and feelings that sometimes get in the way of quality connection
- OPEN HEARTS: extending gratitude, compassion, and generosity to ourselves and others
- CALM SPIRITS: deepening our effectiveness and finding and returning to our center so we can maintain our composure even in difficult situations
- NURTURE HEALTH: to maximize our capacity to really show up and be our best for others



About Paul Wesselmann, MA

Paul is well-known to NAEOP as a warm and engaging speaker whose inspiring keynotes and trainings have helped thousands of educators, students, and professionals over the past 20 years. His 2018 keynote address at our gathering in Minnesota received rave reviews, and many of our members have asked for more Paul. We listened! Paul holds degrees in psychology and education, is the author of two books, and over 30,000 readers enjoy his weekly inspirational Ripples emails. To get a sense of Paul's energy and presentation style, you can visit <http://TheRipplesGuy.com>.



New Year, New You Virtual Summit is presented by NAEOP. Visit **NAEOP.org** to register!

NAEOP Virtual Summit

Registration Form

New Year, New You!

Join us for the "New Year, New You" sessions on February 15 & 17, 2022, consisting of a total of 6 hours of in-service, offered by National Speakers each day with two 1.5 hr. sessions.

Registration fee for the February summit is \$100.00. **NAEOP members receive a 50% discount for a total cost of \$50.00. The sessions will be recorded and extended to registered participants for up to 30 days after the session, if unable to participate in the live sessions.

Name:

Address:

City: State: ZIP:

Phone: () - Email:

☐ \$50.00 Member Registration

☐ \$100.00 Non-Member Registration

**Discount provided by generous donation from the NAEOP Foundation

PAYMENT METHOD:

☐ Check ☐ AMEX ☐ MasterCard ☐ VISA ☐ Discover

Cardholder's Name:

Card Number:

Security Code: Exp. Date: / Zip:

\$5 convenience fee applies for all credit and debit cards.



National Association of
Educational Office Professionals

Questions? Contact NAEOP
at staff@naeop.org for more
information.

Executive Board:

President

Brian Weston, CEOE

brian.weston@richlandone.org

President Elect

Jennifer Dyarmett, CEOE

idyarmett@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.