

The OPTimist



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Accept The Challenge

Spring Greetings!

Hope you all have had a good **winter**. Spring... (WHAT Spring?) It has been a challenge with most of the state in a blizzard this past weekend. Looks like we'll be going straight from winter to summer.

Hard to believe another school year is almost under our belt. Our office is occupied with retirements and new hires for the next school year. It is a busy time of the year for everyone. School is winding down and conference is right around the corner, with great scheduled events and speakers. Hats off to Area I ladies! I am looking forward to seeing everyone in Milbank, SD on June 6 – 8. Conference is a great way to network with other office professionals across the state of SD and make new friendships. I hope many of you are able to attend.

We are in search of SDAEOP officers – Vice-President, Treasurer, Area II or Area III Directors, if interested, please contact Sherry Lurz Sherry.Lurz@k12.sd.us. Let's spring into action and **Accept the Challenge!**

Jill Drolc
Vice-President



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Area Reports

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Area I News

Hello Ladies from the northeast corner of beautiful South Dakota!

Area I will be finalizing conference plans soon.

Registration forms need to be in and paid for by May 6, 2018 to Pam Liebe.

Motel reservations are open until May 6, call 605-432-9288. **Be sure to ask for the block of rooms for the SDAEOP Conference.** Hope to see everyone June 6-8, 2018 in beautiful Milbank (no guarantee there will be no snow).

Sharon Bogenreif
Area I Director
Milbank, SD

Membership Report

Currently, the membership numbers for the 2017-2018 year are 71. It is not too late if you are interested in becoming a current member. Membership form is on page 8 of this newsletter; or it can be found at: http://sdaeop.com/SDAEOP/SDAEOP_17-18_Membership_Form.html

Peggy Greiner
SDAEOP Membership
peggy.greiner@k12.sd.us

Learning never exhausts the mind!

Leonardo da Vinci

You are invited!

We would love to have you join us at the SDAEOP Annual Conference this June 6-8, 2018. We will learn some new things, network with others, and discuss ways to improve SDAEOP.

Please see the agenda and registration form elsewhere in this newsletter.

News Flash...

Reminder to ALL SDAEOP Members! Tell me if you know when someone is ill!

We all have busy lives that are full of Up's and Down's. When we have tough times, it is nice to hear words of comfort and support from our fellow members and friends. Part of my job is to send out cards to members from SDAEOP. If you know of a member that is going through a tough time, illness, or loss of a loved one, please send their name to me along with the type of card that would be appropriate for this person's situation. This is a great way to show our support to fellow members and brighten someone's day!

You can contact me by one of the following ways:

E-mail - Becky.Steen@K12.sd.us or **Cellphone** 605-228-8476

Thank you!

SDAEOP Secretary
 Becky Steen
 Sisseton School District
 Area I member

Conference Registration Due May 6, 2018

Our conference in Milbank is fast approaching - June 6 - 8, 2017. Pam Liebe is the conference chairperson and Peggy Greiner is the co-chairperson. **Don't forget to get in your registration form by May 6th!**

[Conference Registration Form](#) is on page 6 of this newsletter, or feel free to click the **[link](#)** and find it on the SDAEOP website.

Conference Agenda

http://www.sdaeop.com/SDAEOP/2018_Conference_Tentative_Agenda.html

Area Directors Wanted

We need **two** Area Directors for Area III, and we need **one** Area Director for Area II. Who would love to join this team of go-getters and reap the unknown benefits?!

Wanted: Office Professional of The Year

We need nominations for Office Professional of the Year. If you know an amazing, worthy, hard-working office professional, (don't we all!) please fill out and submit the nomination form in *this newsletter*. Letters of recommendation from other co-workers/administrators are also helpful in the selection process.

http://sdaeop.com/SDAEOP/Professional_of_the_Year_Form.html

Pam Liebe
 Chairman Awards Committee

Blast From The Past



(Continued, Page 4)

Miscellaneous Reports / NAEOP News

Trivia Question Winner

Laura Gerjets, of Brookings, was the winner of the Trivia questions in our Winter newsletter. She was the first to respond bright and early the day after the newsletter went out!! Congratulations Laura. Thank you to everyone for participating! Wish I could give everyone a prize!

Nancy S.
Webmaster/Newsletter Editor

PSP (Professional Standards Program)

The next PSP deadline is May 15, 2018. Do you need access to online courses for education and inservice credit? Visit www.naeop.org and click on the ed2go link.

NAEOP Newsflash...

Have you thought about registering for the 2018 NAEOP Annual Conference but are trying to make it work in your personal budget? We can possibly help you. The Elverda J. Butch Bender Educational Reimbursement Incentive was created to help those attending conference who pay for it out of pocket and may need some financial assistance. You do not have to be pursuing a PSP certification to use this incentive. If you would like to apply for this incentive program, start by reading the simple steps that are listed in the application, fill out the application and submit it before June 5, 2018 to be considered.



Don't delay – apply for this great opportunity to help you financially while attending great professional development at the 2018 NAEOP Annual Conference.

An application and information on the Bender Reimbursement Incentive is attached on page 10 and page 11, or it can be found on the [NAEOP](http://www.naeop.org) website on the front page and under the Events tab.

If you have questions, please let us know.

Debbie Geib, CEOE
Executive Director
National Association of Educational Office Professionals &
NAEOP Educational Foundation
1841 South Eisenhower Court
Wichita, KS 67209
316-942-4822
www.naeop.org

Blast From Past (Continued)

You might need a magnifying glass, but I find it fun looking at the old pictures of our early SDAEOP days. I wanted to fill in some spaces so found pictures of a few people. How many are still involved with SDAEOP since the early days? The oval collage is from 2007. The rectangular collage was from 97-2000. Another picture is from 1984.

Nancy S.

Calendar of Events

PSP deadline - Filing Dates: January 15, May 15, September 15. (You can find more on our website at: http://www.sdaeop.com/SDAEOP/Calendar_of_Events.html)

Newsletter - October - March - May

National Bosses Day - October 16, 2018

Administrative Assistant Day - April 25, 2018

SDAEOP 2018 Conference - June 6-8 2018 -
Milbank, SD

NAEOP 2018 Conference - July 17-20, 2018 -
Bloomington, MN

Miscellaneous - Fun Things To Ponder

Why? Things to Ponder

Why do supermarkets make the sick walk all the way to the back of the store to get their prescriptions while healthy people can buy cigarettes at the front?



Why do people order double cheeseburgers, large fries, and a diet coke?



Why do banks leave vault doors open and then chain the pens to the counters?

Why do we leave cars worth thousands of dollars in our driveways and put our useless junk in the garage?

EVER WONDER...
Why the sun lightens our hair, but darkens our skin?



Why is 'abbreviated' such a long word?

Why is it that doctors and lawyers call what they do 'practice'?

Why is lemon juice made with artificial flavoring, and dish washing liquid made with real lemons?



Why is the man who invests all your money called a broker?

Why is the time of day with the slowest traffic called rush hour?

Why isn't there mouse-flavored cat food?

Why don't sheep shrink when it rains?

Why are they called apartments when they are all stuck together?

If flying is so safe, why do they call the airport the "terminal"?

Nancy Christopherson
Area III



*Keep your face always toward the sunshine
- and shadows will fall behind you*

Walt Whitman

SDAEOP Conference Registration Form

**2018 SDAEOP Conference
Milbank High School
June 6,7,8 2018**



Complete Registration Form and mail with your check made payable to SDAEOP by **May 6, 2018**
Mail your Registration Form to:
Pam Liebe
1001 E Park Ave, Milbank SD 57252

Registration Fee: (banquet/lunch included)

_____ \$65.00 Members*

_____ \$80.00 Non-Members

***Must be member by April 1, 2018
to qualify for member rates.**

**Guest Only Meal Tickets

\$17.00 Thursday, Banquet _____

\$10.00 Friday, Lunch _____

Name _____ email address _____

Address _____ Phone # _____

School District _____

Circle One Area: Administration Elementary Secondary Business Other

SDAEOP Area # _____

Check if you are a new member of SDAEOP _____

Please Check one for the Thursday night Banquet _____ Italian Chicken Breast
(please note somewhere if you have a dietary restriction) _____ Stuffed Pork Chop

Wednesday Night Event: Wings and Bingo Order off the menu-on our own

_____ I will be attending.

_____ I will not be attending.

REGISTRATION DUE: May 6, 2018 (ALL CANCELLATIONS SUBJECT TO \$15.00 administrative fee)

2018 SDAEOP Tentative Conference Agenda

Wednesday, June 6, 2018

3:00-5:30 pm	Early Registration ----- at Super 8 Motel
3:30-4:30 pm	Board Meeting ----- Meeting Room at Super 8 Motel
6:00 pm	Wings & Bingo ----- Speedway Event Center
	Order off the Menu ----- On our own

Thursday, June 7, 2018

7:30-8:30 am	Registration ----- Milbank High School
8:00-8:30 am	Breakfast Provided ----- Milbank High School
8:30 am	Welcome/Introductions
8:45-9:45 am	Jill Lear, School Psychologist; "Understanding Disabilities"
9:45-10:45 am	Round Table Discussion; "School & Future of SDAEOP Topics"
10:45-11:00 am	Break
11:00-11:30 am	Marnie Snaza, Trades of Hope Presentation
11:30 am-12:30 pm	Lunch ----- On Our Own
	Vendors are Open
12:30-1:30 pm	SDAEOP Business Meeting
1:30-1:45 pm	Break
1:45-3:00 pm	"Days for Girls" Presentation and Service Project
	Pam Liebe and Cammy Hackwith
6:00-6:30 pm	Social Hour ----- Lantern Inn
6:30-8:30 pm	Banquet/Awards/Installation of Officers ----- Lantern Inn

Friday, June 8, 2018

	Breakfast-On our own/Hotel Checkout
8:30-8:45 am	Welcome Back ----- Milbank High School
8:45-9:45 am	Dr. April Moen, Sisseton Principal; "The Challenge for Change"
9:45-10:00 am	Break
10:00-11:00 am	Johanna Fischer, RN; Variety of School Health Topics
11:00 am-12:00pm	Lunch-Taco Bar
	Followed by Board Meeting

2018 SDAEOP Membership Form

SOUTH DAKOTA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS Membership Application July 1, 2017 - June 30, 2018

<input type="checkbox"/> New Membership \$25.00	<input type="checkbox"/> Renewal Membership \$25.00	<input type="checkbox"/> Associate Membership \$25.00
<input type="checkbox"/> Life Membership \$375.00	<input type="checkbox"/> Retired Membership \$15.00	

Name _____ Phone (Home) _____ (Work) _____

E-Mail _____ FAX _____

Address _____
Street City State Zip

Elementary Middle School Secondary Administration Higher Education

State Department _____ Other _____ Birthday _____

School District _____ County _____ SDAEOP Area _____

No. of Years in SDAEOP _____ (including this year) No. of years in NAEOP _____ (including this year)

Personal interests and hobbies _____

Are you now or do you plan to continue your education? _____ (College, PSP, etc)

If you have served on the SDAEOP Board of Directors, please list the office(s) and committee(s) you have served on and the year served:

If you have not had the opportunity to serve on the SDAEOP Board of Directors, would you be interested in doing so and in what capacity?

Comments regarding our Association: _____

Please make checks payable to SDAEOP and mail (along with this form) to:

SDAEOP Membership
Peggy Greiner
15065 471st Ave
Twin Brooks, SD 57269
peggy.greiner@k12.sd.us



SDAEOP 2017-18 Office Professional of The Year Form

South Dakota Association of Educational Office Professionals Nomination for SDAEOP Educational Office Professional of the Year

Full Name of Candidate _____

Address _____ Phone (H) _____ Phone (W) _____

Employed by _____

(Full name of school, college, agency, district)

Immediate Supervisor _____ Phone _____

Address of School _____

Reasons for Nomination: (Reasons for nomination may be someone you work with who exemplifies the qualities of an Educational Office Professional or someone within the SDAEOP organization that you feel has been a positive role model/inspiration for the good of the organization.)

Signature of Sponsoring Member: _____

Printed Name of Sponsoring Member: _____

1. Nominee must be or have been an employee of an educational organization for five years.
2. Candidate must currently be or have been employed as an educational office professional (i.e., secretary, clerk, bookkeeper, registrar, library aide, etc).
3. Candidate must be a current member of the South Dakota Association of Educational Office Professionals.

Deadline: May 10, 2018

Send applications to:

Pam Liebe
Awards, Chairman, SDAEOP
47234 146th Street
Milbank, SD 57252

Elverda J. Butch Bender Educational Reimbursement Incentive Application



NAEOP Educational Foundation, Inc.



Elverda J. “Butch” Bender Educational Reimbursement Incentive

Conferences are all about the experience, networking and *educational growth* for you personally and professionally.

You want to attend the NAEOP Conference Institute and/or Briefings but you are paying for it out of pocket and may need some financial assistance. The NAEOP Educational Foundation offers a reimbursement program to help. You do not have to be pursuing a PSP certification to use this incentive.

The ERI is another benefit for current members in addition to the Marion T. Wood Member Scholarship and the Marion T. Wood Member Dependent Scholarship.

If you want to apply for this incentive program, start by reading the simple steps that are listed below.
Scholarship Incentives:

- ✓ Up to \$200 for Institutes
- ✓ Up to \$90 for Briefings

Here is how it works:

- Complete the application below
- Deadline is June 5, 2018
- Send the completed application to Scholarship Chairman, MaryAnn Hollingsworth at foundationscholarship@naeopboard.org
- Recipients will be notified by July 1, 2018
- When you attend your Institute or Briefing in July, introduce yourself to the presenter and give the verification form to him/her. At the conclusion of the session, get the presenter’s signature on the form as proof of your attendance
- All verification forms must be returned to Foundation Scholarship Chairman, MaryAnn Hollingsworth at the conference or mailed to 130 Casper Cove, Kyle, TX 78640 before July 30, 2018
- When you have successfully completed this process, the NAEOP Office will be notified to send you a check for the reimbursement

For questions please contact Foundation Scholarship Chairman, MaryAnn Hollingsworth at foundationscholarship@naeopboard.org

The Educational Foundation Board is excited about this program. Our goal is to make it easier for members to participate in educational opportunities!

*Note: this program is not available to NAEOP or Educational Foundation Board Members

Elverda J. Butch Bender Educational Reimbursement Incentive Application



NAEOP Educational Foundation, Inc.



Elverda J. “Butch” Bender Educational Reimbursement Incentive Application

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Cell Phone: _____ E-mail: _____

NAEOP # _____ Years of NAEOP Membership: _____

1. I am looking for financial reimbursement to attend: (check one) Briefings Institute

2. Have you previously attended a Briefing? Yes No

3. Have you previously attended an Institute? Yes No

4. List Professional Involvement in NAEOP.(i.e. committee chairman, committee member, etc)

5. Why you are requesting this stipend and how it will be used. Feel free state any other information you feel is important.

I am not receiving any other financial assistance to attend the Institute or Briefings.

Signature: _____ Date: _____