

The OPTimist



2018-2019 SDAEOP Officers

President

Jill Drolc
525 East Illinois
Spearfish, SD 57783
Office: 605-717-1229
Resident: 605-645-0835
Email: jdrolc@spearfish.k12.sd.us

Vice-President

Charla Callahan
45698 233rd St
Madison, SD 57042
Resident: 605-256-4154
Cell: 605-270-7158
E-mail: charla.callahan@k12.sd.us

Secretary

Becky Steen
605 8th Ave. E
Sisseton, SD 57262
Office: 605-698-7613
Resident: 605-228-8476
Email: becky.steen@k12.sd.us

Treasurer

Sherry Lurz
2900 Orchard Ln, Lot 128
Rapid City, SD 57703
Office: 605-923-0000
Cell: 605-209-7514
Email: Sherry.Lurz@k12.sd.us

Past-President

Karen Speed
17026 Tift Rd
Union Center SD 57787
Office: 605-269-2264
Resident: 605-985-5980
Cell: 605-685-8273
E-mail: kspeed@goldenwest.net

Together We Can

Happy Spring!

Finally – it is warmer, most of the snow is gone and the daylight is staying around longer. It has been a tough winter for all of us.

Hard to believe another school year is almost under our belt. Our office is busy with retirements and new hires for next school year. Busy time of year for everyone. School will be winding down and conference is right around the corner, with great scheduled events and speakers. Hats off to Area II ladies! Looking forward to seeing everyone June 5 – 7 in Valentine, NE. Conference is a great way to network with other office professionals across the state of SD and make new friendships. Hope many of you are able to attend.

We are in search of SDAEOP officers – Secretary, Area I, II or Area III Directors, if interested please contact one of the board members.

Jill Drolc
SDAEOP President

Table of Contents

President's Message	Page 1
Vice President's/Area Reports/Misc	Page 2-8
Calendar of Events	Page 5
Professional Development Scholarship	Page 7-9
SDAEOP Membership Form	Page 10
Professional of The Year Form	Page 11
Conference Registration Form	Page 12
Conference Agenda	Page 13-14

2018-2019 SDAEOP Area Directors

Area I Director

Sharon Bogenreif
48215 143rd S
Big Stone City, SD 57216
Office: 605-432-5519
Resident: 605-862-8571
Email: sharon.bogenreif@k12.sd.us

Area I Director

Deb Moberg
21173 458th Ave
Volga, SD 57071
Office: 605-627-5657
Cell: 605-690-2774
Email: deb.Moberg@k12.sd.us

Area II Director

Beth Hogan
PO Box 1550
Mission, SD 57555
Off: 605-747-2411
Res: 605-208-4230
Email: Elizabeth.Hogan@k12.sd.us

Area II Director

Judy Medearis
PO Box 742
Mission, SD 57555
Off: 605-856-3527
Res: 605-208-3476
Email: judy.Medearis@k12.sd.us

Area III Director

Nancy Christopherson
304 Upper Valley Road
Spearfish, SD 57783
Office: 605-717-1201
Resident: 605-722-5492
Cell: 605-645-2723
Email: nchristo@spearfish.k12.sd.us

Area III Director

Brenda Whetham
2305 13th Ave
Belle Fourche, SD 57717
Off: 605-723-3355
Res: 605-380-2034
Email: brenda.Whetham@k12.sd.us

Newsletter Editor**Webmaster**

Nancy L. Spoolman
1200 Penny Lane
Rapid City, SD 57702
Office: 605-923-0034
Resident: 605-355-0643
Cell: 605-593-2083
Email: nanc@spoolman.com

Area Reports

Area II News

by Betty Sokol

Greetings Everyone!

There is a new registration form online with the area and address of the conference. Please check it out at <https://sdaeop.com/SDAEOP/sdaeop2019registrationform>

Listed below is the address:

Valentine's Niobrara Lodge
803 E Highway 20
Valentine, NE 69201
Phone 402-376-3000
June 5,6,7, 2019

SDAEOP Positions Filled!

Vice President position there has been a nomination granted with a YES!

Treasurer position there has been a nomination granted with a YES!

SDAEOP Positions Need Filling!

Secretary

Area I Director - 1

Area II Director - 1

Area III Director - 1

Please help in filling these positions

*"You've gotta dance like there's nobody watching,
Love like you'll never be hurt,
Sing like there's nobody listening,
And live like it's heaven on earth."*

— William W. Purkey

Vice President Report

Here the Buzz? It's SDAEOP NEWS!



I sure hope we are onto Spring, old man winter has served his time and needs to be left behind for the season! On the East side of SoDak, this last storm hit hard. Families, livestock, electricity, flooding, and many every day activities were affected by hopefully the last winter spring storm! They say time heals, and in this situation, in time we will be healed, safe, and dry again. The weather was able to put a damper on my plans, I had an opportunity to attend a North Central Area Office Professional Days in St Charles, MO. My plan was to leave on Wednesday April 10th. I was excited, anxious, and set to proceed on my journey! The weather worsened by the minute; I was torn..... do I or don't I go. I attempted to travel a few miles, but I turned around, and landed back at home. I made the decision to not battle with Mother Nature and cancelled my trip. The unknown of the end result of the storm kind of frightened me. Yes, I was bummed and disappointed, I was meeting up with the best Nebraska girls and we were going on an NCA adventure trip! After the storm came through, I believe I made the right choice in staying home. Waiting to hear back from the Nebraska gals as to how they enjoyed the workshops and Professional Days! These experiences are always a great networking time!

In July, come snow, wind, rain, or high water, I will be heading to Idaho for the 2019 NAEOP Conference. I'm coming for you Betty! Rose, are you ready to hop in when I swing through Casper? I am ready for some restful relaxation and great friendship bonding of NAEOP! Workshops, Speakers, Networking, OH MY! Gotta gear me up for the coming year of 2019-20 SDAEOP President Adventure! I have been dreaming of this organization, SDAEOP, and hopeful of its future! For many years we have turned the wheels so many times and it keeps turning. But, I believe we are on the way to some new horizons, hoping to hold it together for a few more years. I have created a vision board, it has three stages, and plans for future development. Stage One: Rezoning – COMPLETE! Stage Two: Contacting all SD schools with an email of introducing SDAEOP- COMPLETE! Plus, I contacted some area Nebraska schools also at that time to invite them to our conference and to introduce what NCA has to offer. Stage Three: Promote SDAEOP members with a scholarship This is posted on the website regarding financial help with conferences. Be sure to check this out! Stage Four: Update the Website and Start the Newsletter – both Complete! Stage Five: Promoting 2019 June Annual Conference – COMPLETE! Stage Six: Increase Membership – WORK IN PROGRESS! Set goals, watch them unfold!

Vice President Report (Cont.)

STAGE SEVEN, Last, but not least: Keep our mission statement alive:

The mission of the South Dakota Association of Educational Office Professionals (SDAEOP) is to be of SERVICE to all members and nonmembers in offices in educational institutions throughout the state by sharing INFORMATION, providing RECOGNITION, and encouraging FELLOWSHIP in order to grow in their profession and positively impact the lives of all children.

This is up to each and every one of us, you Go SDAEOP Gals and keep us ALIVE!

I know there are more stages and more progress that needs to be made, but where do we go from here? **What goals do we want to reach on Stage Two and Stage Three? Let me know if you have ideas and opinions!**

In April, Becky Steen and I jumped on an opportunity to attend the Principals Conference in Watertown. What a success! We visited with principals and had great feedback! They were interested in our organization and were going to relay the information to their secretaries when they returned home. To follow-up on that adventure, I would like to reach out to SDAEOP members to see if anyone would be interested in stepping up to the plate and reaching out to the schools we did visit with in Watertown. To help get the words of **SDAEOP** out to SD Schools, I would like help setting up some workshops in various places. I

am willing to help plan, set up, travel, and help introduce SDAEOP to any area!

If anyone is interested in making the SDAEOP Future Brighter with more membership, please let me know and I will put you to work. In the near future, you will be hearing more about SDAEOP. I will be promoting SDAEOP more and the communication line will be open. I am very ready for new material, new friendships and helping our members become excited to belong to this organization!

Move forward or dissolve; it is in the hands of the SDAEOP members at this time. I have a passion and that passion will stay with me but comes a decision time for sure!

Jump on My Wagon!! My Wagon will be an adventure for sure!!



Area Reports (Cont.)

What are you waiting for?

I am sure everyone in SD has been **waiting** for SPRING! Although life doesn't slow down just because the weather is poor, I hope you were able to take advantage of the days you were "stuck at home". Those days can be a perfect time to catch up on things you normally don't have time for. Or they can be a chance to just sit back, relax, and enjoy the down time.

This time of year can be very busy with many challenges. Don't let them overwhelm you. Keep a running to do list. Number jobs in order of priority. Take a moment at least two times a day to update the list. Take pride in each task completed no matter how small. Never feel bad about asking others to help, team work is how we all succeed. Go easy on yourself- whatever you do today, let it be enough. This quote is one of my favorites. "Day is over, night has come. Today is gone, what's done is done. Embrace your dreams through the night. Tomorrow comes with a whole new light!"

No matter what you are patiently **waiting** for, I wish you the best.

Don't Wait – Send in your 2019 Conference Registration for Valentine NE – Deadline May 6th!

Wait a minute- Did you forget to turn in or pay your membership dues?

Can't Wait to go – National NAEOP Conference Boise Idaho July 15-20th!

Waiting for responses – 86 SDAEOP Information Packets were handed out to SD Principal's to take back to their Secretaries at the Principal's Conference on April 3rd & 4th in Watertown, SD. One-year free

membership was awarded to Erica Reis, Admin Assistant, Jefferson Elem. Watertown, SD. Hoping this will bring in new memberships!

Becky Steen
SDAEOP Secretary
Westside Elementary Principal's Secretary
Sisseton, SD
Office – 605-698-7613 Ext. # 1
Cell – 605-228-8476



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, 2019

SDAEOP 2019 Conference - Area II Hosts

NAEOP 2019 Conference - July 2019

Area Reports Miscellaneous

In Memory of Judy Smither



Judy was my mentor, my friend, and the most professional, graceful lady I was blessed to have been part of her life for so many years.

Judy left us March 25, 2019, to join many in a “most beautiful place” where the light is always on. Each of us may have a visual of Judy’s final place of rest. I know I do.

I believe Judy is most likely organizing another similar SDAEOP. Her enthusiasm and love for our organization were contagious.

She (and Margaret Simonson) gently prodded me in 1984 to attend an SDAEOP conference. (Although, I wouldn’t call it “gently.”)

I will never forget that first conference! I sat as far back from the front as I could. I knew I would NEVER get up and speak, or be a board member. Judy and Margaret had other plans. When I was Vice-President, I asked Judy, “Why do I always get the difficult things; like changing all these bylaws.?” Judy said, “Because we know you will get it done.”

Yes, Judy could always see what I never could! The funny thing is, I never realized what she was doing until later on; that is how subtle she could be.

When I first met Judy, I thought, “I wish I could be like her!” Dress professional, act as graceful as she was, speak quietly, greet others with a smile, even when the parent, or staff member, or boss didn’t deserve it. She was one of a kind. Her discretion when dealing with sensitive information was unparalleled. I knew anything I said to her would go no further. The best advice Judy gave me, “Be yourself, Nanci!”

She was not perfect, but when you needed someone to talk to or to vent, Judy was always there. I cannot count the number of times I asked her to proof an article I was writing. One of her most substantial assets was listening. She knew what questions to ask, and she rarely, if ever, interrupted.

In the past few weeks, I’ve thought to myself, “I’ll call Judy... Then I stop myself, knowing I cannot call her. The tears come, but then I smile and think of all the beauty, love, and passion for life this lovely lady left us. She was my “Yes you can” advisor. As I said before, she was one of a kind.

Nancy S.

Professional Development Scholarship Information 2019



SDAEOP

Professional Development Scholarship

Purpose: Conferences are all about the Experience, Networking and Educational Growth for you personally and professionally.

You want to attend a SDAEOP or a NAEOP Conference, but you may need some financial assistance. SDAEOP (thru Charla Callahan) is offering a reimbursement program to help.

If you are excited/interested and want to try this incentive program start by reading the simple steps that are listed below.

Scholarship Incentives: One of the following items you can apply for

- **\$50** towards your registration to a SDAEOP Conference
- **\$25** towards your room
- **Free** (1) year SDAEOP Membership Fee
- **\$100** towards your NAEOP Conference Registration Form

Here is how it works: Fill out application below

- Deadline is **March 25, 2019**
- Email the completed application to Charla Callahan (charla.callahan@k12.sd.us)
- If you meet the criteria you will be notified by **April 1, 2019**
- **Depends on how many apply for this scholarship and what they are applying for as to how many will be able to receive this scholarship opportunity.**
(could be one or two/three)
- **Need Proof of the following items listed below:**
***Copy of your registration/receipt from SDAEOP or NAEOP
***You will have to attend workshops during conference
***Must attend all conference dates
- You must report back to Charla on your SDAEOP or NAEOP Experience within 2 months of the conference you attended

Requirements:

- You **MUST** be a current SDAEOP or NAEOP member
- You can apply every 2 years
- If your school is paying for SDAEOP or NAEOP Conference you do not qualify
- This incentive is for someone that is paying their own way

PLEASE NOTE: Charla Callahan will not be one of the judges!

Professional Development Scholarship Information (Cont)

•

**SDAEOP
Professional Development Scholarship
Application**

NAME: _____

Address: _____

City: _____ State _____ Zip _____ SDAEOP membership # _____
 NAEOP membership # _____

Telephone (cell): _____ E-mail: _____

Years of SDAEOP membership _____ **Years** of NAEOP membership _____

Applying for: check one

- _____ \$50 towards your registration to a SDAEOP Conference
- _____ \$25 towards your room
- _____ Free (1) years SDAEOP Membership Fee
- _____ \$100 towards your NAEOP Conference

(1) List Professional Involvement in SDAEOP/NAEOP.
 (i.e. committee chairman, committee member, etc)

(2) Why you are requesting this stipend, how will it be used, how has SDAEOP or NAEOP influenced your professional growth. (if you need more room use back)

Professional Development Scholarship Information (Cont)

(3) Would you be willing to share your SDAEOP/NAEOP experience with other SDAEOP members? (at a conference, OpTimist Article or any other way)

Yes _____ No _____

(4) Check one of the following: Working at a school _____
Retired _____

This is a great opportunity for you to enjoy some friendship and networking. Find that someone out there to give you some encouragement, reach out for advice, support, smiles. Learn that there is a networking for educational office professionals. You could be that support person for someone else.

Signature _____

Date:

Feel free to state any other information you may would feel was important.

Questions please contact: Charla Callahan **605-270-7158** charla.callahan@k12.sd.us

-----Please do not write in space below-----

Received Date _____

Approved _____

Signed _____ Date _____

SDAEOP 2018-19 Office Professional of They 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, 2019

Send applications to:

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

SDAEOP 2019 Conference Registration

2019 SDAEOP Conference

Together We Can

Valentine's Niobrara Lodge
803 E Highway 20
Valentine, NE 69201
Phone 402-376-3000
June 5,6,7, 2019



Complete Registration Form and mail with your payment made payable to SDAEOP by May 6, 2019. Cancellations subject to a \$15 fee.

Mail your Registration Form to:

Betty Sokol
30246 266th Ave.
Crookston NE 69212

Must be a member by April 1, 2019 to qualify for member rates.

Registration Fee (banquet and lunches included)	_____	Guest only meal tickets:
_____ \$65.00 Member	_____	_____ \$11 Indian Tacos Wednesday
_____ \$85.00 Non-Member	_____	_____ \$11 Thursday Lunch Salad Bar
	_____	_____ \$25 Banquet
	_____	_____ \$11 Friday Lunch (Fried Chicken, Potato Salad and Coleslaw)

Please note if you have any allergies or special meal requirements.

Name: _____ email: _____

Address: _____

Phone: Home _____ Work _____ Cell _____

School District _____ SDAEOP Area _____

Check if you are a new member _____

Circle One: Administration Elementary Secondary Business Other

Wednesday Night Event: **Check one**

_____ I will be attending

_____ I will not be attending

SDAEOP 2018-19 Conference Agenda

2019 SDAEOP Conference Agenda

June 5-7, 2019

Together We Can

Wednesday June 5th

3-5pm	Registration
3:30-4:30	Board meeting
5:00 – 7:00	Refuge Tour
7:00-8:00	Indian Tacos
8:00	Lakota Star Movie

Thursday June 6th

7:00-8:00	Breakfast at the motel
7:30-8:00	Registration
8:00-8:15	Welcome
8:15-9:15	SDAEOP Business Meeting
9:15-9:30	Break
9:30-11:30	Poverty Simulation by SDEA Uni-serve Director Loren Paul
11:30-4:30	Vendors
11:30-12:30	Lunch
12:30-1:30	Lakota Culture by Lynette White Hat
1:30-1:45	Break
1:45-2:15	Lakota Ceremonies by Lynette White Hat
2:15-2:30	Break
2:30-3:30	Lakota Beading Class by Jesse Knox
6:00-6:30	Cash Bar at the Peppermill
6:30	Announce the SDAEOP Office Professional of the Year
6:45-7:45	Banquet
7:45-8:15	Installation of Officers
8:15-8:45	Barber Shop Quartet

Friday June 7th

7:00-8:30	Breakfast at the motel
7:45-8:30	Has Beens Meeting with breakfast. Each member will give a report on what they are doing (retired, still working and what position and one thing they would like to see at conference next year) Also wear your Has Been badge if you have it.
8:30-8:45	Morning Greeting
8:45-10:00	Dealing with Children in Trauma presented by Carrie Reinders and Mary Nylander
10:00-10:15	Break
10:15-10:45	Business meeting
10:45-11:30	Zumba

SDAEOP 2018-19 Conference Agenda (Cont)

11:30-12:30

Lunch with Round Table discussion and an art project

The Round Tables will be grouped according to Administration, Elementary, Secondary, and Business. There will be a set of questions for each group to discuss and report back to the group.

There is a service project. We will be collecting hygiene articles for the White Buffalo Calf Society. It is a women and children's shelter. Shampoo, body soap, hand soap, deodorant, tooth paste and brushes, hand and body lotion, sanitary feminine products, any of those things will be welcome as well as make-up. There will be a collection box at registration.

This year instead of area baskets, since we only have 3 areas we are asking each district to bring a basket or gift card for the silent auction or fund raiser. If you are a small district or don't have many members, please don't feel obligated to bring a large basket. Something like a 5 or 10 dollar item will do. We will sell tickets and you can put them in the jar beside the item and then we will draw the winning number.

There will also be the 50/50 drawing.
And we plan to have 3-4 raffle items.

The fund raiser, 50/50 and raffle items will be announced at lunch on Friday.