

The Origin of NCAEOP

Organized in 1951 as the **North Carolina Association of Educational Secretaries**

The name was changed in 1973
to **the North Carolina Association of Educational
Office Personnel, Inc.**, as it is known today.

The North Carolina Association of Educational Office Professionals, Inc. is dedicated to the achievement of professionalism of educational office and to the improvement of the quality of service provided for students, educators, and the community. The Association is pledged further to assist educational office personnel in participating effectively in public policy issues, which relate to education.

The NCAEOP is comprised of 14 Districts....

District 3: Ashe County

District 5: Cabarrus, Davie, Davidson, Lexington, Mooresville, Rowan/Salisbury, Iredell/Statesville

District 6: Rockingham

District 7: Lee County

District 8: Alamance, Burlington

District 9: Cumberland-Harnett-Robeson: Pitt

District 10: Granville

District 11: Nash

District 12: Wayne

District 13: Edgecombe

District 14: Onslow

Lee County Association of Educational Office Professionals

PURPOSE:

The Lee County Association of Educational Office Professionals (LCAEOP) aims to promote the advancement of education by improving the quality of service rendered to the educational system and to the community. To this end, the association shall strive to elevate the standards of educational office professionals by exchanging information, ideas and ideals

MEMBERS HAVE OPPORTUNITIES TO PARTICIPATE IN PROFESSIONAL GROWTH THROUGH LOCAL IN-SERVICE WORK SHOPS AND ANNUALLY HELD DISTRICT AND STATE LEVEL CONFERENCES.

PARTICIPANTS IN THESE PROFESSIONAL GROWTH OPPORTUNITY EARN PROFESSIONAL STANDARDS PROGRAM (PSP) CREDITS APPLICABLE TOWARDS A PROFESSIONAL CERTIFICATION. *MEMBERS MAY ALSO APPLY FOR DISTRICT LEVEL SCHOLARSHIPS TO CONTINUE THEIR EDUCATION

2021-2022 LCAEOP Officers

DOROTHY TOLLIVER, PRESIDENT
LCS CENTRAL OFFICE
P.O. BOX 1010, SANFORD, NC 27331
919-774-6226 EXT. 7226



DONNA COX, VICE PRESIDENT
W.B. WICKER ELEMENTARY SCHOOL
900 VANCE STREET, SANFORD, NC 27330
919-897-5400



BECKY MADDOX, SECRETARY
LCS CENTRAL OFFICE
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919-776-6226 EXT. 7202



CAROLINE HINZMAN, TREASURER
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Who We Support

STUDENTS

By providing Scholarships to those who are enrolled in a certified school of higher learning



COMMUNITY

Supporting community projects such as Ronald McDonald House, The Food Basket and The TLC Home.



Professional Certification (PSP)

Through the National Association of Educational Office Professionals (NCAEOP), Professional Standards Program (PSP) certifications are issued based on education, experience, and professional activities. Professional Standard Program (PSP) certificate holders currently receive salary supplements as follows:

<u>PSP Level</u>	<u>Supplement</u>
Standard	\$150
Associate	\$250
Advanced Associate I	\$400
Advanced Associate II	\$425
Advanced Associate III	\$500
Computer Technology	\$550
Professional Associate	\$650
Master	\$750

Active Members: Office Professional in any educational office in Lee County who have paid annual dues of \$10.

Associates Members: Former active member who have entered other fields of endeavor or administrators who have paid annual dues of \$10.

Retired Members: Former active members who have retired and who have paid annual dues of \$5

Honorary Members: May be bestowed upon a person in recognition of outstanding service to the association.

For more information on these standards visit: www.ncaeop.net.

Remember: Active members need to attend at least two of the 4 business meetings to remain in good standing for the school year. A reminder email will be sent out to active members prior to each meeting and an email notification will be sent in the event of a meeting change.

LCAEOP



Awards are given each year for the **Educational Office Professional of the year** and the **Administrator of the year**. Local winner's applications are forwarded to District Competition.



LCAEOP
Meeting
in
Progress

MEMBERSHIP NEWS:

OUR MAY 2021 MEMBERSHIP
DRIVE WAS SUCCESSFUL.
PLEASE EXTEND A WARM
WELCOME TO OUR NEWEST
LCAOEP MEMBERS:

Katherine Allmond (SLMS)

Tina Cameron (SLMS)

Kimberly Palmer (WLMS)

Alex Rivera (SLMS)

Christian Rivera (J. Glenn Edwards)

Angel Mills (Central Office)

2021-2022 LCAOEP Committee Assignments

Nominations & Elections

Susan Brown, Chair
Becky Maddox

Publications

Lisa Sanders, Chair
Dorothy Tolliver

Special Programs

Joy Dowdy, Chair
Kimberly Palmer
Christian Rivera

Membership

Donna Cox, Chair
Clair Trembley

Finance

Ruth Ellis, Chair
Jackie Tyler

Constitutions & Bylaws

Susan Britt, Chair
Tina Cameron

Legislative

Melissa Battle, Chair

Scholarship

Marti Walton, Chair
Jenny Deleon
Alex Rivera

Awards

Caroline Hinzman, Chair
Donna Parrish

PSP

Carrie Pickett, Chair
Tonya McIver
Mary Katherine
Allmond

2021-2022 Local Meeting Dates:

The Central Office Assembly room has been reserved from 4:00-5:00 pm for LCAEOP business meetings on the following dates:

September 2, 2021 1st Business Meeting "LCAEOP Welcome Back To School"

October 7, 2021 2nd Business Meeting "LCAEOP Annual Awards Ceremony"

December 9, 2021 Social "LCAEOP Christmas Celebration"

January 13, 2022 3rd Business Meeting "LCAEOP Planning Meeting"

April 21, 2022 4th Business Meeting "LCAEOP Scholarship Announcements & Officer Installation"



*IT'S NOT TOO LATE FOR OTHER EDUCATIONAL OFFICE
SUPPORT AND ADMINISTRATORS TO JOIN THE
ASSOCIATION THIS SCHOOL YEAR. IF YOU KNOW
SOMEONE WHO HASN'T YET JOINED OR RENEWED THEIR
MEMBERSHIP, PLEASE ENCOURAGE THEM TO DO SO
BEFORE THE END OF OCTOBER 2021.*