Dear NEOPA Members,

I wish everyone a Happy Holiday Season. It can be a beautiful time of year and frustrating and demanding. I wish everyone peace this year. Striving for peace and being blessed with even a small amount of peace is always an accomplishment.

I would like to congratulate Niki Smith on the Fall NEON, it was a good one. We had a wonderful Fall Conference. The Department of Education Office Professionals (DEOP) really put on an excellent conference. Congratulations to them all! Jean Fankell was an excellent speaker, she held the interest of everyone. We also made Jean an honorary member of our state organization. The afternoon sessions with Sara Farrar singing, Keerun Kamble dancing and Jessie Myles and Ginny Wright presenting were very informative and awakening. The meal was fabulous. I guess I am reiterating that it was an excellent conference.

We have a Central Area Professional Development Day being held in Cedar Rapids, Iowa on February 14-15, 1997. I hope many of you can attend. It expands our knowledge of other states and their organizations and their school systems and it also gives a network of people to know across the six states of Kansas, Illinois, Missouri, Indiana, Nebraska and Iowa.

Our Spring Conference will be held on April 4-5, 1997 this year at the Peter Kiewit Conference Center near the Old Market in Omaha. It is a beautiful place and an informative, entertaining and interesting time is planned for all. Be sure to come!

The Constitution & Bylaws Committee (Harry Swartzfeger, Director) is working on changes in the bylaws. The Scholarship Director (Leone Thompson) has submitted scholarship materials in this issue, please check them out. Marlene Einsel, the Nominating Director has asked that I remind everyone that nominations will be coming up, if you are interested in a position, please let us know.

Happy Holidays,

Marvil Summerfield
NEOPA President
NEOPA Purpose

The purpose of the Nebraska Educational Office Professionals Association shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the school, state and community. To this end, the Nebraska Office Professionals Association shall strive to elevate the standards of office personnel in education by the exchange and pooling of information, ideas and ideals within our educational system.

The NEON

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Lincoln, NE 68506
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The NEON is published quarterly by the Nebraska Educational Office Professionals Association (NEOPA). Contributing materials are welcome and should be sent to the Editor. Reserved is the right to accept, edit, or reject any material submitted for publication.

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W: (402) 472-3636
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Internet: lpence@unlinfo.unl.edu

Editor’s Comments

OOPS!! PLEASE NOTE:

Linda Primm is the President-elect and Chris Wiles is the Vice President. It was misprinted in the last issue.

Please submit NEOPA items, articles of interest, opportunities for professional development and news about local and state members. Future issue deadlines are:

- Spring issue — February 1, 1997
- Summer issue — May 1, 1997
Officer & Director News

Constitution & By-Laws by Harry Swartzfeger

Items are being looked at for discussion. Otherwise no report at this time.

Educational Professional of the Year by Sheila Perry

"Educational Professional of the Year" nominations are to be received by January 15, 1997. Holidays are a time not only to think of gifts for your loved ones, but also friends and co-workers. Perhaps you know of a NEOPA member you should nominate for this prestigious award. What a perfect gift to give and it costs you nothing — except, maybe a postage stamp. The Educational Professional of the Year nomination form will be in this issue only. Please take the time to look it over and nominate someone you know is deserving of this award. Questions can be directed to any Educational Professional of the Year committee members.

Committee members can be contacted at:
© Jeanne Andelt w/402-472-6625, h/402-423-0298
© Charlotte McAvoy Kyries w/402-472-9046, h/402/476-1096
© Sheila Perry w/402-472-3045, h/402-464-7917
© Lola Young w/402-472-7173, h/402-488-3654

Field Service by Linda Pence

As Field Service Director, I recently attended the Omaha Educational Office Personnel Association, November meeting. I talked about what it means to be a member of NEOPA and NAEOP. I encouraged those interested to join both associations and asked those with questions of any kind to ask them.

In January I will attend the DEOP meeting and give a brief description of PSP requirements. As always, I try to promote NEOPA, NAEOP and the Central Area Professional Development Seminar this February 14 and 15, 1997.

Anyone interested in attending an annual NAEOP Conference and Institute, keep in mind the next two years these conferences will be held close to home, Chicago and Minneapolis respectively. July 14-19, 1997, is something special to look forward to. Mark your calendars and start saving your pennies now. Information will be coming in the next NEON.

Finance by Lynne Smolnik

Nothing to report at this time.

Membership Coordinator by Linda Primm, President-Elect

Our membership count for NEOPA, as of September 13, is 45. Membership consists of 27 active, eight retiree, one associate, two lifetime and seven honorary members.

It is still early in the year for memberships and I am confident that our membership will increase rapidly. Letters to other educational institutions in the state will be sent out shortly.

I have no other committee members but would be willing to accept anyone who might be interested in helping with the mailing for the other educational institutions.

Help increase membership by recruiting at least one new member this year. Your support is important to the NEOPA organization.

Meeting Coordinator by Chris Wiles

Tentatively the Past Presidents Association will be hosting the 1997 Fall NEOPA Conference. The 1997 Spring NEOPA Conference is being hosted by UNO-EOPA at the Peter Kiewit Conference Center in Omaha.

If anyone is interested in hosting a NEOPA Conference please contact me at w/402-436-1527 or h/402-470-3086.

NAEOP Liaison by Sandy Lineberry

Chicago© Chicago©. That © bolder© town©.
Chicago© Chicago©.

Well, I'm still singing about Chicago, because I think it is going to be an
outstanding conference (and close). Plan to attend the NAEOP Conference July 14-18, 1997, in Chicago along with the rest of us “diehard” conference attendees. You’ll have a great time, make new friends, and become more knowledgeable as to how our national organization functions.

More information about pins/shirts will be in the spring issue so be sure and look for the order form. Have a Merry Christmas and a Happy New Year!

---

**NEOPA/NAEOP Delegate**

*Linda Primm*

I don’t have anything to report at this time, other than I’m making my travel arrangements and looking forward to Chicago.

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**Newsletter**

*Niki Smith, Editor*

Please submit articles and/or suggestions for the upcoming issues. Ways to reach me are listed in the Editor’s corner, or the back page of the *NEON*. Deadlines for future issues are:

- Spring issue — February 1, 1997
- Summer issue — May 1, 1997

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**Nominating**

*Marlene Einsel*

Nominating Committee members are:
- Marlene Einsel (402) 346-0555
- Debbie Hendricks (402) 466-4347
- Linda Pence (402) 438-8588

If you are interested in serving in an office next year, or know someone who might be willing to serve please contact one of us.

---

**Professional Standards Program**

*Jane Rumbaugh*

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally. The program is designed as a series of eight levels. Achievement in the program is recognized by the awarding of certificates based on education, experience and professional activity.

---

The distinction of Certified Educational Office Employee (CEOE) requires attainment of the Advanced III, Bachelor, Master or Doctoral Certificate.

The Program is governed by the Professional Standards Program Institute. The PSP Committee makes recommendations to the Institute. The final decision is made by the NAEOP Board of Directors.

This program is endorsed by:
- American Association for Adult and Continuing Education
- Association of School Business Officials
- National Association of Elementary School Principals
- National Association of Secondary School Principals

For more information, help or moral support, contact me at w/402-557-2520 or e-mail jrumbaugh@ops.219.k12.ne.us.

---

**Publicity**

*Lola Young*

Ninety-two notices were sent out to local radio stations, TV Stations, and newspapers advertising NEOPA’s Fall Conference. If anyone heard or saw any of these announcements, I would appreciate you letting me know.

**I need your help!!** If you would forward to me the names and addresses of your local radio stations, TV stations, and newspapers, I could update my listings. This effort could help me and others who serve as Publicity Director in the future to serve our organization more effectively. Contact me at w/402-472-7173, h/402-488-3654, or e-mail lyoung@unlinfo.unl.edu.
Scholarship & Leone Thompson, PSP Adv III

Each year the Nebraska Educational Office Professionals Association awards a $400 scholarship to a graduating senior from a Nebraska high school or its equivalent; e.g. GED, who has completed two or more business education courses or to a Nebraska student in higher education who is currently pursuing such a course of study in a post-secondary institution of higher learning.

Enclosed in this newsletter is a copy of the NEOPA Scholarship guidelines and application form. Scholarship information has also been sent to the presidents of all NEOPA affiliate associations and guidance counselors of Nebraska high schools. Please make sure to share this information with your business teachers. Feel free to make copies of the guidelines and application form as needed.

Please encourage student participation for this scholarship from your school district for those who meet the qualifications. Students may be sponsored by the local association or a NEOPA member. Please remember the February 1 deadline for returning applications.

Treasurer & Sandy Watmore

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Disbursements were for the NAEOP delegate and NAEOP affiliation.

Ways & Means & Judy Rastede

Greetings from Concord! I and my committee are continuing to work on the prizes for our annual raffle. We will be finalizing details shortly and then producing tickets, etc. Please watch your mail for these in January.

Fall Conference was productive in many ways — we had wonderful, uplifting speakers; an energizing message; great fellowship; AND we increased the coffers through the

Ways and Means Committee by means of the mini-drawings, 50/50 drawing, and sale of mouse key chains.

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Thanks for your support and I hope to see you all at the Spring Conference.

Local Association News

DEOP & Peg Kirby, Vice President

The Department of Education Office Professionals (DEOP) hosted the NEOPA Fall Conference on October 19. Your participation made it a successful conference. For those unable to attend, a conference summary follows.

Out of the 50 conference participants, we received 37 evaluations. The evaluation rated speakers, conference amenities, and attendance. Ratings were based on a scale of one to five (five being the best).

<table>
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<td>Ginny Wright</td>
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<td>Facility</td>
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<tr>
<td>Glad you came</td>
<td>Yes (37)</td>
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</table>

Evaluation Comments:
- Excellent Conference
- Learned much, but I think a little long; appreciate 3:00-3:30 ending
Enjoy having a night before to get acquainted
Great day
Outstanding job
Missed having a Friday night get together
Well organized
All day is too long
Great conference
Fun
Would like more group interaction and sharing with each other
I’ve attended many conferences, but this one was by far the best
Everything was just perfect
Liked physical activity after lunch, food was delicious
Outstanding conference. Thank you for all of the time and talent that was given to make this a very pleasant day.
It was wonderful. I wanted to let you and your co-workers know how great everything was and how much I appreciate all your efforts. The speakers, the food, the drawing items - just everything was wonderful. Thanks much!
WHAT A GREAT CONFERENCE on Saturday, October 19. You did a wonderful job. It was one of the best NEOPA conferences I’ve ever been too. It was so good I could not pick a favorite session. I came away from that conference with some information to use and that’s what a great conference is all about and every minute was carefully planned. Thanks.
It’s the best conference I’ve been to!

DEOP thanks all of you who participated, you were the ones who truly made the conference a success! Thank You!

OEOP thanks all of you who participated, you were the ones who truly made the conference a success! Thank You!

OEOPA ® Katrina Jones, President

The Omaha Educational Office Personnel Association 1996-97 year is going great! The officers for this year are: Katrina Jones, President; Kate Rauscher, Vice President; Sue Howell, Secretary; and Diane Stuecklin, Treasurer. The theme this year is “Together…we can make it Happen.” Our first meeting in August was a potluck held at the Teacher Administrative Center. It was a wonderful time for fellowship and good food.

Linda Pence, Field Representative came, along with Lola Young, Publicity Director and spoke at our November meeting. This was a rescheduled speaking engagement due to icy roads in October. Linda enlightened us on the State and National Associations.

For the Christmas holiday, OEOPA has adopted a family and have been working steadily to collect toys, clothes, and other items for the family. We will be having our Holiday Dinner at Scotts Restaurant on December 10, and look forward to a great turnout!

For our fundraiser this year, we are selling Village Inn Pie certificates. This money will help with our student scholarship fund. We will also continue with our Friends of OEOPA fundraiser.

We will have various topics at our monthly meeting, including: the latest on office technology, a tour of the Teacher Administrative Center (TAC), a chat with a member of the Board of Education, and a tour of Skinner Magnet Center (our newest elementary school).

In May we will be celebrating our 25th Bosses’ Breakfast. The committee is working very hard on making this a most memorable occasion. Have a great year!

NEOPA-PP ® Doris Merriman, CEOE, Chair

Look for the NEOPA Past-Presidents Scholarship in this issue. The scholarship is for $150. Applicants must apply before January 15, 1997.

UNO-EOPA ® Shirley Fey, President

University of Nebraska-Omaha Educational Office Professional Association wants to invite you to attend the 1997 Spring NEOPA Conference in Omaha at the Peter Kiewit Conference Center.

The registration form with more information is in this issue. Please look for it, copy it and send it in. Don’t forget...
to also mark your calendars!Registrations should be postmarked by March 21, 1997.

UNOPA  Tricia Liedle, Corresponding Secretary

The University of Nebraska Office Personnel Association Professional Growth Committee sponsored a “Get to Know Your Campus Garden’s” workshop on Wednesday, October 9. Twenty-five UNOPA members participated and a good time was had by all. The weather was beautiful for the tours.

We sold parking places at 18th and R for UN-L home football games. This is our main money-making project for UNOPA.

The November 12 meeting was our annual Bosses’ Luncheon. The featured speaker was Lincoln Historian, Jim McKee.

A Professional Growth Brown Bag seminar was held at Facilities Management on November 19. “Retirement Benefits” were discussed with Greg Clayton from UN-L Human Resources.

Members News

HELP ME!!! I can’t post information without your help. Please keep me informed!

— Niki Smith, Editor

December will be our Holiday meeting, to be held at Valentino’s. A special performance will take place with lots of holiday good cheer. January 14 will be the annual UAAD-UNOPA combined meeting.

Attention NEOPA Member/Students
Is opportunity knocking at your door? The NEOPA Past Presidents Scholarship may have your name on it if you are eligible and apply before January 15, 1997. Look for it in this issue.

Articles of Interest

Women’s Health Symposium
The Nebraska Commission on the Status of Women’s Third Annual Women’s Health Symposium will be on Monday, April 21, 1997, at the Cornhusker Hotel in Lincoln.

Education Innovation Fund

The Education Innovation Fund, which receives proceeds from the Nebraska Lottery, provides grants to assist public school districts in Nebraska. Two types of grants are available, each with a different focus. Minigrants provide resources to public school districts for the sole purpose of developing or revising a district-wide strategic school improvement plan. Major Competitive Grants build on the foundation of the planning process by funding innovative programs or practices which address needs identified in a district’s strategic school improvement plan.

Minigrants
The Minigrant is available to public school districts to provide support for schools in developing Strategic School Improvement Plans. Activities proposed under a Minigrant must be directly related to the planning process rather than an implementation of activities which address needs which may already have been identified.

The grants are limited to $5,000 or less and are intended for district-wide planning rather than for individual school buildings. A Minigrant may be funded as a one-year or two-year project. Funded projects submitted for the February 3, 1997, deadline will begin on September 1, 1997, and continue through August 31, 1998, or August 31, 1999.

Major Competitive Grants
The second type of grant is called the Major Competitive Grant (MCG). The MCG is available to public school districts, teachers, non-profit educational organizations, educational service units, or groups and are intended to encourage schools to establish innovations in programs or practices which result in the restructuring of school organization, management and instructional programs.

The Education Innovation Fund provides research and development funding for pilot
projects with the goal of successful practices being replicated in school districts across the state. Projects are to have an emphasis on results for learners with the intent of improving the quality of education. The Major grant projects may address the following priority areas: (1) restructuring schools and classrooms, 2) creating the ability to design and implement change, and 3) insuring equitable opportunity and equal access.

A strategic school improvement plan must be in place (approved by the local school board), in the district in which students are to be served, before an eligible applicant can apply for a Major grant or participate in a Major grant consortium developed by any other applicant.

Recognizing the limitation of funds available and the size of the typical grant funded over the last two years, the council recommends that a project submitted in a single application (regardless of the number of eligible co-applicants involved) not exceed $300,000, unless extenuating circumstances that warrant additional funding are well documented in the application. Proposals for lesser amounts such as $10,000 are welcomed.

Grants are funded in one-, two- or three-year durations. Funded projects submitted for the March 3, 1997 deadline will begin on September 1, 1997, and continue through August 31 of 1998, 1999, or 2000. For application materials or more information about the Education Innovation Fund grants, contact:

Joel Schering, Director Excellence in Education Council P.O. Box 94987 301 Centennial Mall South Lincoln, NE 68509-4987 (402) 471-0946

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NAEOP Update

Central Area Professional Development Day

Linda Pence, Conference Registrar

The Central Area Professional Development Day will be held in Cedar Rapids, Iowa on Friday, February 14, and Saturday, February 15, 1997. Make Plans now to attend. It is a great time to get acquainted with our area states. For the past six years we have been fortunate and not had a snowstorm the weekend of the conference. It makes a good break before spring and provides new information to discuss at our own spring conference.

Registration forms were mailed out the end of November, and one is also included in this NEON, please look for it.

We want to take oodles of participants with us this year. We don't want to lose the chance to hold this conference each year. Many of us don't have the time, money or opportunity to attend the national conference in the summer, and this is a good example of what to expect from the national conference.

---

National Conference & Institute

Linda Pence

On another note, the summer national conference and institute is being held in Chicago, IL this July. More of us can attend because its lots closer to home (only one day's drive). Hope to see big numbers there too.

---

Newsletter Competition

NAEOP’s Rachel Maynard Award for Excellence in Communication Newsletter/magazine Contest Entry Blanks are out. Requirements are:

✓ Be an affiliate association of NAEOP
✓ Published a local or state newsletter/magazine between March 1, 1996 to March 1, 1997

If you would like more information contact Niki Smith (NEON Editor).

---

Scholarship Information

NAEOP scholarship forms are out. Some of the requirements are:

✓ Be a member of NAEOP
✓ Be pursuing or have a PSP certificate

If you would like a copy of the scholarship, look in the NES or contact Marvil Summerfield at home (402) 558-1372, work 554-2465 or via e-mail msummerf@unomaha.edu.
HOTEL INFORMATION

The Iowa Association of Educational Office Professionals is excited to host the conference at the Collins Plaza Hotel & Convention Center, 1200 Collins Road, N.E., Cedar Rapids. The room rate is $70.00 per night for single or double. Phone 1-800-541-1067 to make reservations and indicate you are with the Central Area Professional Development Seminar. Reservations must be made by January 20, 1997. Major credit cards or advance deposit is required. Complimentary transportation by airport shuttle to and from the airport is available from 6:00 a.m. thru 12:00 midnight.

SCHEDULE

Friday, February 14, 1997
5:00 - 6:30 p.m.       Registration
6:30 - 9:00 p.m.       Open House Social
                       with light buffet
                       Casual Dress

Saturday, February 15, 1997
7:45 a.m.   Continental Breakfast
8:30 a.m.   Welcome
8:45 a.m.   Program - Geraldine “Boots” Owens
10:00 a.m.  15-minute break
11:45 a.m.  Lunch
1:00 p.m.   Program Resumes
4:15 p.m.   Program Concludes

Sponsored by:

Central Area Educational Office Personnel

Kansas Association of Educational Office Professionals
Illinois Association of Educational Office Personnel
Missouri Association of Educational Office Personnel
Indiana Association of Educational Office Professionals
Nebraska Educational Office Professionals Association
Iowa Association of Educational Office Professionals

Six states working together to provide a one-day workshop for all educational office professionals in the Central Area.

- Credit Toward Professional Standards Program Approved for NAEOP -
FRIDAY OPEN HOUSE
February 14, 1997 -- 6:30 p.m.

A light buffet and social are planned. This is a great opportunity for making new friends. Friendship is a gift which can never wear out, run out, or be too large or too small. To help us make new friends, everyone is encouraged to bring a friendship gift to exchange with a new friend. The value of the gift should be $5.00 maximum; however, the value of the new friendship received is limitless. Please be sure to include your name and address with your gift. Kansas AEOP is responsible for the friendship gifts, and Illinois AEOP will be hosting the social.

RAFFLE INFORMATION

Just as every individual person is different and unique, so are the states of Kansas, Illinois, Missouri, Indiana, Nebraska and Iowa. Each state president is asked to bring a gift (one that is identifiable to your state) to be included in the drawing. A representative from each state will help sell tickets for the drawing. The gift should be in the $20 - $25 range. Any additional craft items members wish to donate for the raffle will be appreciated. Of course, we will also have the 50/50 drawing.

---------------------------------------- REGISTRATION ----------------------------------------

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Make checks payable to: CAPDS and mail registrations to:

Linda Pence
1908 Groveland
Lincoln, NE 68521
402-438-8588 (after 6:00 p.m.)

Registration Deadline: January 31, 1997

Are you planning to attend the Friday night social? Yes ___ No ___

Registration includes Friday evening buffet, continental breakfast and lunch on Saturday. Sorry, but we cannot accept purchase orders. Payment must accompany registration form, payable in U.S. funds.

Requests for refunds after the printed deadline shall be made to those individuals who are unable to attend the Central Area Professional Development Seminar because of personal illness or accident, death of an immediate family member, or failure of public transportation. Requests for refunds must be submitted in writing to the registrar and approved by the Central Area Director. The registrar may reduce the amount of the refund if circumstances indicate a decrease is in order. Other refund requests may be considered by the Central Area Leadership Team on an individual basis.
Cultivating Tools for Growth and Renewal

ANNUAL SPRING NEOPA CONFERENCE
April 4-5, 1997
UNO's Peter Kiewit Conference Center
1313 Farnam, Omaha, Nebraska

Hosted by University of Nebraska at Omaha
Educational Office Professionals Association

Agenda
8:15 am, First Floor Lobby
• Registration, coffee and rolls
8:45–9 am, PKCC 102
• Introductions and welcome
9–10 am, PKCC 102
• "Communication Styles of the Rich and Famous...and
  Those That Wish They Were," Ann Marie Aita, humanist,
  humorist
10:15–11 am, PKCC 102
• "Org . . . Can I? . . . zation," Julie Stoner, Office
  Supervisor, Admissions, UNO
11 am–12 pm, PKCC 102
• Business Meeting
12–1:30 pm, PKCC 100
• Lunch and installation of new officers
1:30–2:15 pm, PKCC 102
• "Your Self-Esteem and Its Impact on Your Personal
  and Professional Life," Mary Bruning, Dean, College of
  Continuing Studies, UNO
2:30–3:20 pm, PKCC 102
• "Your Professional Style and Image," Tia Harrison,
  Coordinator, Public Relations, UNO
• Dismissal
• Doorprizes will be awarded throughout conference.
  Must be present to win.

Lodging
Make hotel accommodations by
3/4/97 for conference rate.

Holiday Inn Express
30th and Chicago
$59 double + tax
402/345-2222

New Tower Inn
7764 Dodge
$59 double + tax
402/393-5500

Red Lion Hotel
1616 Dodge St., downtown
$89 double + tax
402/346-7600

Best Western Metro
3537 W. Broadway, CB
$62 double + tax
712/328-3171

NEOPA SPRING CONFERENCE REGISTRATION FORM
Return form and remittance payable to UNO's EOPA:
Sally Rasmussen, UNO, EAB 201, Omaha, NE 68182-0108
Phone: 402/554-2311 or Fax: 402/554-3555.

☐ $22.50 member  ☐ $30 non-member

Name ________________________________

Phone ________________________________

Street Address ________________________________

City, State, Zip ________________________________

Place of Employment ________________________________

Email address ________________________________

☐ I will attend the Friday social
A Friday evening social is planned for
Friday, April 4, at The Brass Grille, 1207
Harney Street (dinner, optional, at own
expense) at 7 pm.

Registrations should be postmarked by March 21st. No refunds after this date.
Members late registration fee after March 21st will be $25.
NAEOP ELECTION RESULTS
I have been extremely busy with Nominations and Elections for National. The candidates were most qualified. It is the members that select our leadership, so I do hope that you voted. The following were elected to office:
President Elect - Helen Wells
Vice President - Gayna Warren
Secretary-Treasurer - Nancy Lee
Mid Atlantic Director - Diane Callaway
South Central Director - Ann Sawicki
Southwest Director - Susan Nanni
Southeast Director - Ruby Allen

Illinois conference shirt? If not you will want to send me your order. Order forms are in the Winter issue of the NES or you may call me.

LET'S SHARE
We can learn so much from each other, so as my term continues I would like to be able to share with you news from all the Central Area states. In order to do that I will need to hear from you. Please send me anything you would like to share with the rest of the area. This Central Area Insert will be our Communication Link. (sounds like a good name for a Newsletter).

NES Articles - I would also like to receive articles from any of you, that I could submit to the NES. We want to hear from our members not just our elected officers.

NAEOP MEMBERSHIP
One of the NAEOP goals this year is to increase membership. I cannot think of a better year for the Central Area to increase membership (local, state and national) than the year of the 1997 Conference and Institute in our area - ILLINOIS. You can help to increase our membership at all three levels just by sharing information with co-workers and professional friends about the benefits of belonging to a Professional Association. I would
like to have my theme for this year be "Let Us Begin to Grow!" We CAN do it. We just have to make an effort. NAEOP will provide you benefits no other association is able to do. Please contact your state membership chairman, your state president or me for further information.

**FALL CONFERENCES**

I am excited to share the successes from the Fall Conferences in our area states.

**IOWA** held their Fall Conference meeting in Ames. Registration was up from last conference and they are pleased to report they gained 10 new Iowa members. Presentations were on "21st Century Secretary", "Thanks for the Memories" and "Unity in Diversity." According to the evaluations the conference was one of the best Iowa has had.

Next state Conference will be in Des Moines, October 12-13, 1997.

**INDIANA** held their Fall Conference in Indianapolis. Approximately 130 guests attended. Workshop topics were selected to reflect the theme of this year's president, Donna Ewing, which is Soar to New Heights - IAEOP. Workshops were "How to Control Your Space, Our Address in Space", "It's Not Just What You Say", "Introduction to Internet " and "Extracurricular Accounts."

Spring Conference will be in Bloomington April 13-15, 1997.

**NEBRASKA'S** 1996 Fall Conference was held in Lincoln. Three sessions were conducted: One of NAEOP's own, Jean Fankell, Past President did a presentation on "We Are Responsible for Our Attitudes." Jean's talk was uplifting and humorous about eliminating stress, making use of your free time, and most of all, how to organize. Other topics were "All Ways of Knowing", and "Valuing Diversity." Cultural entertainment was presented by the Bharat Natyam dance group.

Spring Conference will be in Omaha, April 4-5, 1997.

**KANSAS** IAEOP had a successful Fall Workshop/Conference in Saline. A 30-hour class on School Law was offered. A great way to review and keep school district personnel up to date on all the guidelines and laws in the state. The Inservice class offered was about "Enhancing and Sharpening Your Communication Skills." A key point brought out in the workshop was "Seek first to understand, and then be understood" - Covey.

Spring Conference will be in Lawrence March 20-22, 1997.

**ILLINOIS** held their Fall Conference "Shoot For The Stars" in Decatur. Many excellent opportunities for professional and personal growth, fun and fellowship were offered the members. Workshops were well attended in the areas of telephone communication called "One Ringie-Dingie - When Trouble Is On the Line", "Winning Ways With Difficult People" and "User Friendly Law for School Secretaries." The Networking sessions held at the state conferences are most valuable. The members find that discussing common problems and situations with others in their same position is the best resource for help and new ideas.

Spring Conference will be in Starved Rock, April 18-20, 1997.
3

In conclusion....

As we grow we change and with change comes acceptance. I think James F. Bell summed it all up when he said - “To face tomorrow with the thought of using methods of yesterday is to envision life at a standstill. To keep ahead, each of us, no matter what our task, must search for new and better methods - for even that which we now do well must be done even better tomorrow.”

Until we speak again, have a wonderful New Year full of love, joy, peace, happiness and good health.

Sandy Wiseman, CEOE
Central Area Director

Interesting Web Sites to visit

- http://www.discovery.com
- http://www.whitehouse.gov
- http://www.cyberkids.com
- http://www.dilbertzone.com
- http://www.dol.gov.wb
- http://www.starcitymall.com
- http://www.switchboard.com
- http://www.usps.gov/ncsc
- http://www.tristate.pgh.net/~pinch13
- http://www.healthychoice.com
- http://www.wordperfect.com
- http://www.nsea.org

Note: Other safe sites for kids are listed in Parenting for High Potential

Resistance to Change

I couldn’t understand why other folks feel that an idea of mine is no good;
I couldn’t understand why they hem and they haw when I tell them to do what they should.
I couldn’t understand why they seem to feel that their own ideas meet the test;
but when others suggest an improvement to make, they claim that the old way is best.

One day when I asked a wise old man why nearly all folks resist change,
He said, “It’s as plain as the nose on your face, there’s nothing about it that’s strange.

“In the first place, most people will feel very snub in a job they have handled for years,
but change it around so they don’t know the job,
and their security changes to fears.”

“It’s especially true if the person concerned is doing his job with great vim,
and then you suggest a newfangled way,
he feels you have criticized him.”

“Some suggestions are objectively studied,
and the people affected will curse that the change that is planned by some ‘expert’ is a change, not for better but for worse.”

So now when I think about changes,
I remember what the old wise man said.

that resistance to change is as normal as having a heart and a head.
There are three keys to being successful in making changes we should,
we should learn them and use them sincerely,
so people accept change as good.

First, we must study the people;
in a word, we call it empathy;
we must put ourselves in their places to know what their feelings will be.

Then we must communicate clearly and tell them the ‘why’ and the ‘when’;
we must give them the facts and the figures and answer all questions for them.

The third key we call participation;
we simply ask them to assist to decide the best time or method,
and we find they no longer resist.

If overcoming resistance is your problem, the keys that will solve it are these:
empathy, communication, and participation;
and changes will take place with ease.

— Donald Kirkpatrick

NAEOP Membership Information
Membership Form on back cover
Nebraska Educational Office Professionals Association
Past Presidents — Eva Sheaff Memorial Scholarship

Guidelines

The members of the Nebraska Educational Office Professionals Association-Past Presidents (NEOPA-PP) have established a scholarship to be awarded to any active NEOPA member who is pursuing a Professional Standards Program (PSP) Certificate, has completed the requirements for a high school diploma or GED and/or is pursuing a higher education degree, preferably in the business/office field.

Information

1. The scholarship shall be awarded by NEOPA-PP to a recipient determined by the scholarship committee. The committee chairperson shall be appointed by the President of the organization.
2. The maximum value of the scholarship monies is $150.00.
3. No scholarship will be awarded if the scholarship committee concludes that no applicant meets the specified qualifications.

Application

An application will be considered complete when the following items have been received by NEOPA-PP.
1. Application for scholarship must be on an appropriate form provided by NEOPA-PP and marked NEOPA-PP Member Scholarship. (Failure to use correct form will result in disqualification.)
2. Application form must be completed (failure to complete the form in its entirety will result in disqualification).
3. Transcript(s) of previous academic performances.
4. Statement about career goals and financial needs.

NOTE: Failure to submit all requested information, to follow all guidelines and to send requested copies of support materials will result in disqualification. No exceptions will be made.
In order for your application to be submitted for NEOPA-PP Member Scholarship, the following criteria must be followed.

Candidate Eligibility Criteria

1. Applicant must be an active NAEOP and NEOPA member and must have been a member for three years immediately preceding the date of the scholarship application deadline.
2. Applicant must either hold, or have made application for, a Professional Standards Program Certificate.
3. Applicant must be enrolled in a postsecondary institution of higher education (two- or four-year college, university, business college/school, or vocational/technical education).

Documentation of education course work (transcript, certificates, etc.) must be received.

Selection Criteria

A rating system of 100 points shall be used in determining the scholarship recipient.
1. Maximum of 15 points may be awarded for academic performance (attach transcript).
2. Maximum of 10 points may be awarded for nearness to completion of degree or work toward a PSP Certificate.
3. Maximum of 30 points may be awarded for participation and leadership positions in local and/or state associations of educational office personnel and in NAEOP.
4. Maximum of 10 points may be awarded for participation and leadership positions in other professional job-related associations.
5. Maximum of 30 points may be awarded for statement of need.
6. Maximum of five points may be awarded for completeness and neatness of application.

Awards/Disbursement

1. Upon notice that the recipient has enrolled in a specific educational institution and the Acceptance Form has been received, money shall be forwarded to the appropriate office of said educational institution.
2. The approved monies will be valid only for the academic year following the awarding of the scholarship (fall, winter, spring, summer, quarter/semester).
3. NEOPA members may apply for a scholarship as many times as they desire. In order to be eligible for a second or subsequent scholarship award, an applicant must have maintained at least a 2.8 (of a possible 4.0) GPA or shown satisfactory completion of course(s) during the term for which the previous scholarship award was made.
4. Upon completion of the courses for which the scholarship was awarded, an official transcript should be sent to the NEOPA-PP Scholarship Chairperson. This transcript will serve as documentation showing fulfillment of the scholarship agreement.

Completed application must be submitted to:
Doris Merriman, 4941 S. 129th St., Omaha, NE 68137

Postmarked No Later than January 15, 1997
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

PAST PRESIDENTS

EVA SHEAFF MEMORIAL SCHOLARSHIP APPLICATION
(For NEOPA Members — This form must be typed.)

Social Security Number: ____________________________

Name of Applicant: ________________________________ Phone: (___) _____________________________

Address: ______________________________________

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<th>City</th>
<th>State</th>
<th>Zip</th>
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Amount of scholarship for which applying: $_________________ (not to exceed $150)

Educational institution planning to attend/attending: ____________________________

Degree pursuing (if applicable): _____________________________________________

Projected date of completion for degree: ________________________________

Date of quarter/semester applicant plans to enroll/be enrolled: _______________________

Name(s) or course(s) for which scholarship requested: ________________________________

(Please attach a transcript of previous academic performance [can be a student copy]. Also attach a copy of tuition/fees and page describing course(s) from school catalog. If pursuing a degree, include copy of course requirements/degree plan.)

NAEOP Membership (i.e., 1980–present): ________________________________

NEOPA Membership (i.e., 1980–present): ________________________________

Do you hold a PSP Certificate(s): ____________________________________________

If so, which certificate(s): ________________________________________________

Date(s) received? ___________________________________________________________

If not, which PSP Certificate are you pursuing? ________________________________

Projected date to receive certificate? _________________________________________
ASSOCIATION PARTICIPATION (elected office, committee chair, committee served):

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OTHER PROFESSIONAL JOB-RELATED ASSOCIATION PARTICIPATION:

| | |
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Write a brief statement about your career goals and financial needs:

Signature of applicant: __________________________ Date: __________________

Name of Employer: __________________________________________

School/College/University __________________________

Address: ___________________________________________________

Street/Box/Route: ______________________________________ City: __________ State: _______ Zip: _______

Telephone: Work (___) Home (___) ____________________________

APPLICATION MUST BE POSTMARKED NO LATER THAN JANUARY 15, 1997

Completed application must be submitted to:

Doris Merriman
4941 South 129th Street
Omaha, Nebraska 68137
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION-PAST PRESIDENTS

BIOGRAPHICAL INFORMATION

1. Father's Name: ___________________________________________ Check if Deceased____
   Home Address: _____________________________________________

2. Mother's Name: __________________________________________ Check if Deceased____
   Home Address: _____________________________________________

3. Spouse's Name: __________________________________________ (if applicable)
   Home Address: _____________________________________________

4. Step-Parent/Guardian: _________________________________ (if applicable)
   Home Address: _____________________________________________

   Dependent Upon_____ Yes _____No

5. Number of Dependent Children and/or Brothers and Sisters________

   Family: Father/Mother/Spouse/Brothers/Sisters     Occupation     Age
   ____________________________________________
   ____________________________________________
   ____________________________________________

6. Your Career Plans: _________________________________________
   __________________________________________
   __________________________________________

7. Will your parents/guardian/spouse assist you financially in continuing your education?
   _____ Yes _____ No

   If so, how much additional assistance do you feel you will need to continue your education after
   graduation from high school/college?

8. Please check the range of your family's income:
   ( ) $8,000 - $10,000   ( ) $11,000 - $13,000   ( ) $14,000 - $16,000   ( ) $17,000 - $19,000

I, the applicant, certify the above information to be true and correct.

Date of Application _______________ Signature of Applicant _______________

(Deadline is January 15, 1997)   Return to: Doris Merriman
                                      4941 South 129th Street
                                      Omaha, NE  68137

Sponsored by: ________________________________
   (Must be a NEOPA member)
Criteria for Educational Professional of the Year Nomination

1. Nominations for candidates for the NEOPA Office Professional of the Year Award may be submitted by an association, an administrator or any individual member.

2. Current members of the NEOPA Executive Board are ineligible.

3. Any candidate for this award must:
   a. Be a current NEOPA member and must have held membership in NEOPA for a minimum of three consecutive years.
   b. Be a current member of a local association (if an association is available).
   c. Be a recipient of a PSP (Professional Standards Program), a CPS (Certified Professional Secretary), or be working toward a certificate.
   d. Be currently employed as an education office professional (whether that position be secretary, clerk, bookkeeper, registrar, media aide, etc.) and must have been employed as an education office professional for a minimum of five years. Candidates may be employed in any educational institution, agency or office in either a private or public school system, institution of higher education, or educational office in government.

4. The Nomination Form (Form 1) must be submitted to the NEOPA Office Professional of the Year chairperson, Sheila Perry, by January 15, 1997. Application forms received after this date cannot be considered.

5. The Application Form (Form 2) will be sent to the candidate by January 30, 1997. The candidate should complete this form and submit it, with all required recommendations, to the NEOPA Office Professional of the Year chairperson, Sheila Perry, by March 15, 1997. Application forms received after this date cannot be considered.

6. The panel of judges will base their final decision upon the following criteria:
   a. Professional activity (association activities) 30%
   b. Education and workshop participation 30%
   c. Recommendation letters (one from immediate supervisor(s) and one other of candidate's choice) 25%
   d. Personnel evaluation ratings 10%
   e. PSP/CEO/CPS (receipt of or working toward) 5%

7. The NEOPA Office Professional of the Year will be recognized at the NEOPA Spring Conference.

8. The NEOPA Office Professional of the Year will submit all necessary updated information to the National Association of Educational Office Professionals (NAEOP) for consideration in the following year's NAEOP Office Professional of the Year Award selection.
1996-97
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

Educational Professional of the Year Nomination Form

Full Name of Candidate: ________________________________

Place of Employment: ____________________________________
(full name of school, college, agency, district)

Office Address: ________________________________________
(street address, city, state, zip)

Candidate's Immediate Supervisor: _________________________
(full name and title)

Local Association (if applicable): ___________________________

Reasons for Nomination:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

You may submit additional information if necessary.

Date this form submitted: _________________________________

Signature of Nominator: _________________________________

Return this form to: Sheila Perry
NEOPA-Educational Professional Employee of the Year Chairperson
4210 Huntington Ave., Apt. #2
Lincoln, NE 68504

DEADLINE FOR RECEIPT IS JANUARY 15, 1997

Form 2 (Application Form) will be sent to nominee upon receipt of this form.
NEOPA STUDENT SCHOLARSHIP GUIDELINES

The members of the Nebraska Educational Office Professionals Association (NEOPA) annually award a scholarship to a qualifying graduating student who has completed a major course of study in the area of Business Education in a Nebraska high school or may currently be pursuing such a course of study in a post-secondary institution of higher learning.

Guidelines for awarding this scholarship shall comply with the requirements for the Marion T. Wood Scholarship awarded nationally in order that the recipient shall be Nebraska's entry for the National Scholarship. In the event that a local association has already submitted this recipient's name, the alternate shall be NEOPA's candidate for the MTW Scholarship.

1. The scholarship shall be in the amount of $400 and awarded annually in the spring. The applicant must have applied for admission to a higher education institution. The course of study shall prepare him/her to enter an office-related profession, preferably in the field of education. If the recipient is unable to enroll in an institution of higher education by the fall term of the year he/she is selected, the scholarship shall be forfeit our and the award shall be given to the alternate. All applications shall be kept until enrollment of the recipient has been verified.

2. Two equal payments shall be made by check, one each semester, to the institution verifying the recipient's enrollment. It is the responsibility of the recipient to submit the required information to the NEOPA president for payment.

3. Eligibility for the scholarship shall include:
   a) Graduation from a Nebraska high school or its equivalent; i.e., G.E.D.
   b) The applicant must have completed two or more business education courses (four semesters) from among the following: computer classes, keyboarding, typing, shorthand, accounting, office practices and procedures, and/or bookkeeping.
   c) Approval and recommendation by the local association or a NEOPA member.
   d) Application for the scholarship shall be made on forms provided by NEOPA.

GUIDELINES

All applications must be typed or computer printed. The applicant must complete the application form, the biographical information form, and attach the following:

If a Graduating Senior:
1. A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation."
2. Three letters of recommendation:
   a) one from a principal, counselor or other administrator which describes the student's activities and leadership record; and the student's character, personality, initiative, and home background;
   b) one from a business education teacher;
   c) one from a non-family, non-educational office personnel member.
3. An official transcript indicating class rank at the end of the junior year.

If a Higher Education Student:
1. A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation."
2. Three letters of recommendation:
   a) one from an advisor or counselor which describes the student's activities and leadership record; and the student's character, personality, and initiative;
   b) one from a former teacher, former or present employer;
   c) one from a non-family, non-educational office personnel member.
3. An official college transcript and marked as such.
4. Applications for this award must be postmarked by FEBRUARY 1, 1997. Submit three (3) copies of the application and support material. Materials will not be returned.
5. The award winner and alternate shall be determined by judges selected by the NEOPA Scholarship Committee.
6. Award of the Scholarship is based upon academic achievement, financial need and initiative.
7. The recipient's school shall be notified prior to the schools awards assembly, and the recipient shall be invited to the Spring Conference where the NEOPA Scholarship Certificate shall be presented.
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
SCHOLARSHIP APPLICATION FORM

Full Name__________________________  (First)  (Middle)  (Last)__________________________

Home Address__________________________  (Street)   (City)   (State)   (Zip Code)__________________________

Date of Birth:__________________________  Social Security Number__________________________  Female   Male   

Name and address of high school or college you now attend: ______________________________________________________________________________________

Date you graduate from high school/college: ______________________________________________________________________________________

List in order of preference three colleges, universities, or business schools where you have formally applied for admission or the institution where you are presently enrolled. Accepted  yes  no

1. ____________________________________________________________________________

2. ____________________________________________________________________________

3. ____________________________________________________________________________

List school extra-curricular activities including athletics, music, and any offices held: ______________________________________________________________________________________

Academic awards or honors: ______________________________________________________________________________________

List your community activities (non-school) including offices held: ______________________________________________________________________________________

Have you worked part-time during your school career? If so, please list.  Where Employed  Primary Responsibility  Dates

__________________________________________________________________________

Return to:  Leone Thompson, NEOPA Scholarship Director  Deadline: February 1, 1997

9436 Fowler Ave.  Omaha, NE 68134
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
BIOGRAPHICAL INFORMATION

1. Applicant's Name: ________________________________ SS# ________________

2. Father's Name: ________________________________ Mother's Name: ____________

3. Father's Address: ________________________________

4. Mother's Address: ________________________________

5. Father's Occupation: ________________________________ Mother's Occupation: ____________

6. Stepparent/Guardian/Spouse's Name, if applicable: ________________________________

7. Number of dependent brothers/sisters and their ages: ________________________________

8. Will your parents assist you financially in continuing your education? ____________

9. How much additional assistance do you feel you will need to continue your education after graduation from high school or to continue in college? ____________

10. What is your chosen major? ________________________________

11. What are your career plans? ________________________________

12. PLEASE CHECK THE RANGE OF YOUR FAMILY'S INCOME:

   ______ Below $15,000
   ______ $15,000-$19,999
   ______ $20,000-$24,999
   ______ $25,000-$29,999
   ______ $30,000-$34,999
   ______ $35,000-$39,999
   ______ $40,000-$44,999
   ______ $45,000-$49,999
   ______ $50,000 or above

13. List any other family/financial circumstances which should be considered: ________________________________

I, the applicant, certify that the above information is true and correct:

__________________________________________          ____________________________
Signature of applicant                                Date

Return: Leone Thompson, NEOPA Scholarship Director
9436 Fowler Ave.
Omaha, NE 68134

Deadline: February 1, 1997
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
Fall Conference-Lincoln, Nebraska
Harvester Hotel
General Membership Meeting
October 19, 1996

I. Call to Order
President Marvil Summerfield called the meeting to order

II. Roll Call
Roll call was answered by the following affiliates and members
4 Lincoln Public Schools Association of Office Professional
14 Nebraska Department of Education Office Professionals
5 Omaha Educational Office Personnel
7 University of Nebraska Office Personnel Association
6 UNO-Educational Office Professionals Association
3 Wayne Educational Office Professionals Association
1 Gibbon Public Schools
1 Milford Public Schools
1 Tri County Public Schools
1 GUEST-Sherri Jenkins, Omaha, NE
5 NEOPA Past Presidents Association

III. Approval of Minutes
With no additions or corrections to the April 13, 1996 minutes, they stand approved as distributed in the conference packets.

IV. Communications/Announcements
Doris Merriman announced that the NEON, our NEOPA newsletter won third place for the state at the National Convention in Seattle, Washington, (editor, Lola Young) with UNOPA NOTES getting first place (editor, Carol Bom).
Thanks for all the hard work that has gone into the various projects.
Sheila Perry has received the Marian T. Wood Scholarship, as well as receiving the Office Professional of the Year. Congratulations!
Marvil Summerfield announced that Jean Fankell has been made an honorary member of NEOPA.

V. Treasurer's Report
The Treasurer's Report is in the conference packet. There were no questions. The report will be filed for audit.

VI. Committee Reports
Audit- no report
Constitution & Bylaws
It was noted that Joyce Graybill, representing the Past Presidents Association recommended the following changes to the constitution and bylaws. Harry Swartzfeger presented the changes as follows:
Article IV:
    Section 2
    Membership shall be of six classes: active, honorary, active retired, retired, associate, and life.
Article IV:
Section 5
A. Retired: Retired members may maintain their affiliation by paying annual dues. Retired members in the association shall be open to individuals who have retired from an educational system or employed in an organization related to education. Registration fee for Annual Spring Meeting and Fall Workshops shall be member's responsibility.
B. Active Retired: Active retired members shall have all privileges of active members except for holding office. Retired members who pay the same dues as active members shall have the privilege of voting and may serve on committees.

Article IV:
Section 9
The dues for each fiscal year, June 1 through May 31, shall be determined upon adoption of a budget for the next fiscal year at the Annual Spring Meeting. Current annual dues are $15.00 for active members, $15.00 for active retired, $5.00 for retired members, $15.00 for associate members, and $200.00 for life members.
These changes will be voted on at the Spring Meeting.

Educational Professional of the Year: Sheila Perry announced the deadline as January 15, 1997, for submitting a name for Professional of the Year.

Field Service: Linda Pence has visited many places during the past several months, giving out information regarding NEOPA, Professional Standards Program, and she will be attending the Office Professional meeting in Ames, Iowa on October 19 and 20. She will be happy to meet with any organization to share information regarding NEOPA.

Finance: Lynn Smolnik has been working at evaluating the budget and doing committee work.

Meetings Coordinator: Christina Wiles is working at finding a place for the Fall Workshop. Would there be anyone interested in hosting? The Spring Meeting will be in Omaha on April 5, 1997.

Membership: Linda Primm reported that currently there are 79 members. The membership appears to be down compared to last year. The organization does have a purpose and it is hoped that there will be an increase. Linda encouraged everyone present to join NEOPA.

NAEOP Liaison: Sandy Lineberry reminded us that the National Convention will be July 14-16, 1997, in Chicago. There will be additional information in the next NEON. Jean Fankell, Past President of NAEOP, encouraged membership as well. Along with membership comes a year of the magazine subscription which is always filled with helpful articles. NAEOP is always looking for ways to increase revenue, other than just collecting dues.

Newsletter: The deadline for the next NEON articles will be December 1.

Nominating: Marlene Einsel introduced her committee members as Linda Pence and Deb Hendricks. Anyone wishing to serve on a committee or in an office should inform Marlene.

PSP: Jane Rumbaugh would like to remind those people wishing to apply for their PSP, the deadline is January 15. Jane has booklets telling about PSP and the advantages it offers.

Publicity: Lola Young has sent out 92 press releases to newspapers and radio stations regarding the meeting.
Scholarship: Leone Thompson reported that there are several scholarships available through NEOPA and it is hoped that people will apply for them. Forms are available from Doris Merriman.

Ways & Means: Judy Rastede is working on the raffle items for the Spring Meeting.

VII. Unfinished Business
Tallie Bishop issued an invitation to NEOPA members present that the Spring Meeting will be held in Omaha. The theme will be “Cultivating Tools for Growth and Renewal.” A place is needed for the Fall Workshop.

There is a Central Area Professional Day in Cedar Rapids, Iowa, on February 14 and 15. Nebraska is responsible for the registration process. Geraldine “Boots” Owens will be the speaker. More information will become available.

VIII. New Business
A big thank you goes to Niki Smith and the Department of Education Office Professionals for a well planned day. It was very enjoyable for those attending the conference.

IX. Adjournment
The meeting was adjourned.

Respectfully submitted,

Glenda Maury, Secretary

Marvil Summerfield, President
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<td>Schneidewind*</td>
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<td>68154</td>
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<td>Phyllis</td>
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<td>51503-7200</td>
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<td>Liz</td>
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<td>ShotwellR</td>
<td>Marcella</td>
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<td>FIRST NAME</td>
<td>ADDRESS</td>
<td>CITY</td>
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<td>ZIP</td>
<td>TELEPHONE (HOME/OFFICE)</td>
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<td>Vivian</td>
<td>4023 Poplar Springs Dr</td>
<td>Meridian</td>
<td>MS</td>
<td>39301</td>
<td>(402)423-2107(h)</td>
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<td>Jan</td>
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<td>Lincoln</td>
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<td>(402)423-1429(h)</td>
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<td>Sandy J.</td>
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<td>Delores</td>
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<td>Sally</td>
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<td>(319)266-9733(h)</td>
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<td>Beverly</td>
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- Honorary
- New
- Retired
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Attention NEOPA Members
Are you eligible for our $150 scholarship? Look for the
NEOPA-PP Scholarship application form in this issue
1996—1997
NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION
MEMBERSHIP FORM
(Please type or use black ink and complete ALL information)

Type of Membership
1. New ___ or Renewal ___
2. Active $15.00 ___
   Retired $ 5.00 ___
   Associate $ 5.00 ___ (no longer educational secretary)
   Life $200.00 ___

EMPLOYMENT DATA

   Educational Institution
   School, Office, Department
   Street Address
   City Zip
   Telephone and Name of Supervisor

LOCAL

Are you a member of a local educational office association? Yes ___ No ___

What is the name of your local association?

If there is no local association would you be interested in helping form one? Yes ___ No ___

Are you president of your local association (1996-97)? Yes ___ No ___

PERSONAL DATA

Name
Street Address
City Zip
( ) H= O=
Area Code - Telephone at Home/Office

NATIONAL

Are you a member of the National Association? Yes ___ No ___

Do you hold a Professional Standards Certificate? Yes ___
   Grade ___________________________ No ___

Are you working toward a Professional Standards Certificate? Yes ___ No ___

Would you like more information about:
   The National Association? ___
   Professional Standards Program? ___

STATE

Have you ever held an office or a committee appointment in NEOPA? Yes ___ No ___ If yes, please list position and year:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Would you be willing to serve in an elective office or on an appointive committee: Yes ___ No ___ (1997-98 year)

If yes, please give preference or special interest

IMPORTANT: Please make checks payable to NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION and mail with this complete form to:

Linda Primm
5406 North Oaks Blvd.
Omaha, NE 68134

Sponsored/Recruited by ___________________________ Date ________

Do you need a receipt? __________

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Calendar of Events

January 15, 1997
PSP Postmark Deadline
Postmark Deadline for Past President’s Eva Sheaff Memorial Scholarship
Postmark Deadline for Educational Professional of the Year Nominations

January 31, 1997
Registration Deadline for Central Area Professional Development Seminar

February 1, 1997
Postmark Deadline for NEOPA Student Scholarship
Deadline for NEON article submission

February 14-15, 1997
Central Area Professional Development Seminar in Cedar Rapids, IA

March 1, 1997
Postmark Deadline for Rachel Maynard Award (Newsletter Competition)
NAEOP Scholarship deadline

April 5, 1997
NEOPA Spring Conference in Omaha, NE

May 1, 1997
Deadline for NEON article submission

May 15, 1997
PSP Postmark Deadline

July 1997
National Conference in Chicago, IL

August 1, 1997
Deadline for NEON article submission

October 1997
NEOPA Fall Conference