

Life's a Party: Let's Celebrate!

LPSAOP General Membership Meeting Agenda



Wednesday, October 27, 2021 6:00 PM

Attendees (bold if present, do not delete names):

Alicia Chapelle, CEOE	Jean Harrison, CEOE	Mackenzie Hahn, CEOE	
Becky Rock, CEOE	Jessica Mlady, CEOE	Margaret Lane Proffitt, CEOE	
Brenda Spieker, CEOE	Julie Dansky, CEOE	Nancy Harter, CEOE	Open - Spring Membership Event
Brenna Howell	Kelly Rassfeld	Peggy Clagett	Open - Winter Membership Event
Danielle Taylor	Kristin Haussler	Trista Kramer	Open - Member Recognition
Diane Taurins, CEOE	Caitlin Marrow	Open - Negotiations (A)	Open - Conference Liaison
Sara Laney	Michele Ackerman		
Julie Smid	Mellissa Bailey		
Matthew Showalter	Cindy Sherwood		
Aleta Stone, CEOE	Katie Lewis		
Erin Stephen	Kelsey Scharton		
Jenn Uher	Lori Schwarting		
Kim Loth	Kelly Winkler		
Susan Mendoza	Shereen Mills		
Olivia Rejda	Dawn Sherlock		
Nicki Beckman	Shannon Cornell		
Kelly Jack	Julie Potter		
Anna Mabry	Jerrilyn Robinson		

Call to Order:

Called to order by:	Jessica Mlady, CEOE	Date/Time:	10/27/2021 at 5:45 PM
Quorum Established: Are 3 officers including either the President or President Elect and 7 Active Mer			Yes

Pledge of Allegiance

Committee Reports:

Audit Budget

Danielle Taylor, Kristin Haussler	The audit timeframe has not been reached yet, but we would like to extend a huge thanks to Chris Dlouhy, Katie Vote, Tracy Rohde, and Matthew Showalter for your willingness to serve on our Audit/Budget committee!
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Bylaws

Mackenzie Hahn, CEOE	Please review the bylaws and standing rules to see if there are any changes that need to be made. If you find anything that needs to be updated please reach out to Mackenzie Hahn.
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Community Networking

Brenda Spieker, CEOE	<p>Committee members are: Nicole Beckman, Cindy Sherwood and Mellissa Bailey, CEOE.</p> <p>Two events in the works for November and December, Lpsaop sponsored Blood Drive with the Nebraska Blood Bank and Gifts of Love with City Impact. The Blood drive is slotted to be by appointment from 11/9-11/29. You can designate that you are participating in the LPSAOP blood drive through indicating on the designation card. They will be giving away Free Socks for donating. The Gifts of Love with City Impact will require donations of gifts. Please send them to Brenda Spieker at Pound for collection. You can also donate through their Amazon wishlist. Gifts of Love donations will need to be brought to Brenda prior to December 11th. More details to come.</p>
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Courtesy

Jean Harrison - Assisted by Kris Wallace	5 congratulations cards, 4 sympathy cards, 2 get well cards and 1 thank you card, have been sent out since 4/16/21. Reach out to Jessica Mlady if you have any notable events (weddings, new babies, death in family) that you would like to be shared so a card can be sent to the recipient
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Conference Liaison

	Please reach out to Jessica Mlady if you are interested in serving in this position.
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Insurance Safety Liaison	
Kelly Rassfeld	Safety Committee met on August 18th via zoom. We reviewed the claims comparison reports for April, May, and June as well as the Special Ed Tech and Para Injuries Reports. We also discussed building total injury reports for Sept 2020 thru June 2021. Accident prevention in the buildings was also discussed and we reviewed General Safety Guidelines for Employees. Workers compensation was also a topic of discussion with the committee reviewing the overall and specifics of the LPS workers compensation policies. I would be glad to answer any questions you might have.
Media	
Diane Taurins, CEOE	Several updates have been made to the LPSAOP website, and the Gourmet Cupboard fundraiser and Homecoming Fall Membership events were posted on Facebook.
Member Recognition	
	Please reach out to Jessica Mlady if you are interested in serving in this position.
Membership and Nominations	
Trista Kramer	Our current membership count stands at 126 members. Membership Highlights: -12 New Members -10 Techs -1 Honorary -6 Retired If you have any other ideas for recruitment, please let me know. Thank you!
Membership Event - Fall	
Nancy Harter, Trista Kramer, Mackenzie Hahn	Thank you to all who served on the Fall Membership Event committee. A special thank you to Danielle Franklin, Jessica Mlady, Julie Smid, Kim Loth, Kris Wallace, Nancy Harter, Sarah Laney and Trista Kramer. You all played a key role in making this event a success!
Membership Event - Spring	
Kelly Winkler, Kelly Jack, Peggy Clagett	Kelly Winkler, Kelly Jack and Peggy Clagett have volunteered for this position
Membership Event - Winter	
	Please reach out to Jessica Mlady if you are interested in serving in this position.
Negotiations	
Alicia Chapelle, CEOE, Margaret Lane Proffitt, CEOE, Julie Dansky, CEOE	No Report
Professional Standards Program	
Nancy Harter, CEOE	The next PSP Workshop will be held via Zoom on Thursday, October 28 at 4:45 pm. If you are wanting to start your PSP journey or need some help along the way to keep on track, this is a good time for you! Please RSVP to nharter@lps.org. TWO NEW PSPs!! Sarah Knight from Lincoln High achieved the Master Degree level. Danielle Taylor from Cavett achieved the Advanced III level. Congratulate these members on their wonderful achievements! They will be enjoying the additional stipends they earned for years to come!
Recognition and Installation Banquet	
Mackenzie Hahn, CEOE, Becky Rock, CEOE	Event planning is barely starting. Keep in mind this year it is our 50th anniversary celebration so we will be doing quite a bit more celebrating this year. We would love to have more assistance with this event. If you are interested in helping please reach out to Becky Rock, CEOE. or Mackenzie Hahn, CEOE.
Staff Development	
Caitlin Marrow	Awaiting more information from Lisa Morehouse. Ideas have been sent to Computing Services for GOLD training options. If you have soft skills you'd like presented for training, please let Caitlin know so these can be presented to HR or we can host some PD through LPSAOP.
Student Scholarship	

Becky Rock, CEOE	Thank You to the 12 members on our committee - Mellissa Bailey, Lynne Carroll, Jaime Cunningham, Jessica Lindhurst, Susie Mendoza, Sarah Meisenback, Margaret Lane Proffitt, Kelsey Scharton, Lori Schwarting, Julie Smid, Kris Wallace, and Teresa Whitson. We have been in communication to update the scholarship form and already have it up on the LPSAOP website and the ScholarshipQuest website. Also a big Thank You to Diane Taurins for implementing information updates on the Dianne Grieser Scholarship page of the LPSAOP website.		
Technical Support	We are currently working on renaming files and sorting those file in google docs. We are always looking for members to join this committee. It's very low key. If interested, please, email me at bcornel@lps.org. Thank you!		
Brenna Howell			
Ways and Means	The Ways & Means Committee members include: Kelly Winkler, Susan Mendoza, Kris Wallace, Trista Kramer, Lori Matthiesen and Matt Showalter. Our committee is continually working on ideas for fundraising events. During October we offered The Gourmet Cupboard; November will be Scoops (fudge/cookie dough); December will be Marcus Theater tickets. Other ideas include Raising Cane's dine out; Chipolte dine out; Eileens Cookies; recycling drive; shoe drive & Janet's Jungle. Please forward any additional ideas to Peggy Clagett @ pclaget@lps.org. Our focus this year is to offer several fundraising events so members will have an option of what they would like to participate in. Thanks in advance for your support!		
Peggy Clagett			
Approval of the Minutes			
Are the minutes approved as written or as corrected?			
Motion by:		Seconded by:	
Unfinished Business			
Communications			
Trista Kramer shared additional info about Scoops Fundraiser. Flyers were on each table. An email will go out with information and ordering			
New Business			
Treasurer's Report {Linked Report}			
Can the Treasurer's report be placed on file for audit?		Yes	
Motion to Adjorn			
Motion Carried:	Yes	Date/Time:	10/27/2021 at 6:10PM
Motion made by:	Mackenzie Hahn, CEOE	Seconded By:	Brenna Howell
Minutes submitted by:			

Category **Budget Amount** **Income to Date** **Remaining Balance**

INCOME			
Membership	\$ 2,600.00	\$ 875.07	\$ 1,724.93
Scholarship - Ways & Means	\$ 1,300.00	\$ 40.00	\$ 1,260.00
General Fund - Ways & Means	\$ 249.00		\$ 249.00
Board of Education Grant (4 Conf. Attendees line items)	\$ 1,250.00		\$ 1,250.00
Donations (Credit Union Donation)	\$ 500.00		\$ 500.00
Interest	\$ 21.00	\$ 0.88	\$ 20.12
TOTAL INCOME	\$ 5,920.00	\$ 915.95	\$ 5,004.05

MISCELLANEOUS - CASH FLOW	Income	Expense
Fall Event		
Winter Event		
Spring Event		
Recognition & Installation Banquet		
Ways & Means		
Other		
TOTAL MISCELLANEOUS	\$ -	\$ -

BALANCES ON ACCOUNTS - per most recent statement	
LPS CREDIT UNION ACCOUNT - 0 (General Funds) - 1 year reserve	\$ 7,626.80
LPS CREDIT UNION ACCOUNT - 2 (Scholarship)	\$ 3,784.26
LPS CREDIT UNION ACCOUNT - 70 (Checking)	\$ 1,828.56
LPS CREDIT UNION ACCOUNT - 83 (1 Year CD) - 50th (2022)	\$ 6,385.81
GRAND TOTAL - ALL ACCOUNTS	\$ 19,625.43

Category **Budget Amount** **Spent to Date** **Remaining Balance**

EXPENSES			
Board - Transition Meeting	\$ 300.00		\$ 300.00
Conference - National Attendees (BOE Grant)	\$ 600.00		\$ 600.00
Conference - National Delegate	\$ 300.00		\$ 300.00
Conference - NEOPA Conference Attendees (BOE Grant)	\$ 400.00		\$ 400.00
Conference - North Central Area/Other Conference Attendees (BOE Grant)	\$ 250.00		\$ 250.00
Conference - Other Expenses	\$ -		\$ -
Donation - Basket for NEOPA Conference	\$ 25.00		\$ 25.00
Donation - NAEOP Field Service	\$ 25.00		\$ 25.00
Donation - NAEOP Foundation	\$ 25.00		\$ 25.00
Donation - NEOPA Basket for Central Area Conf	\$ 50.00		\$ 50.00
Donation - NEOPA Basket for NAEOP Conference	\$ 50.00		\$ 50.00
Donation - Other Requests	\$ -		
Event - Fall Membership	\$ 250.00		\$ 250.00
Event - Winter Membership	\$ 250.00		\$ 250.00
Event - Spring Membership	\$ 250.00		\$ 250.00
Event - Recognition and Installation Banquet	\$ 1,500.00		\$ 1,500.00
Event - Staff Development	\$ 200.00		\$ 200.00
Fees - National Affiliation	\$ 55.00	\$ 48.80	\$ 6.20
Fees - National Competitions Entry	\$ 20.00		\$ 20.00
Fees - NE Nonprofit Corporation Filing (\$20 odd years)	\$ 20.00		\$ 20.00
General - Printing/Postage	\$ 40.00		\$ 40.00
General - Other Expenses	\$ -	\$ 10.00	\$ (10.00)
Membership - Courtesy	\$ 110.00	\$ 20.00	\$ 90.00
Membership - PSP workshops & recognition	\$ 175.00		\$ 175.00
Membership - Recognition	\$ 325.00		\$ 325.00
Scholarship - Dianne Grieser LPSAOP (Ways & Means scholarship)	\$ 1,300.00	\$ 650.00	\$ 650.00
TOTAL EXPENSES	\$ 6,520.00	\$ 728.80	\$ 5,791.20

Unmask Your Potential

LPSAOP General Membership Meeting Agenda

Zoom Meetings

Tuesday, April 13th, 2021 at 4:45 PM



Unmask Your Potential

Attendees (bold if present, do not delete names):

Alicia Chapelle, CEOE	Becky Rock, CEOE	Beth Vaughn, CEOE	Brenna Howell
Jessica Mlady, CEOE	Julie Dansky, CEOE	Jody Shaw	Karen Perez, CEOE
Kris Wallace	Mackenzie Hahn, CEOE	Michelle Stone	Nancy Harter, CEOE
Nancy Jagadich, CEOE	Nicki Beckman	Sarah Laney	Shannon Cornell, CEOE
Shelby Hershberger	Tami Friend, CEOE	Teri Folkers	Trista Kramer
Open - Staff Development	Open - Recognition Banquet	Kathleen Clements	Stacy Grant
Gina Cookus	Rebecca Dover	Jean Harrison	Karin Kelley
Kren Shellhase	Kris Haussler	Teresa Whitson	Dianne Kreick
Mellissa Bailey	Carri Ball	Kelly Jack	Aleta Stone
Beth Vaughn	Brenda Spieker	Julie Potter	Margaret Lane Proffitt
Amanda Forman	Olivia Rejda	Peggy Clagett	Cindy Sherwood
Anna Mabry	Diane Taurins	Julie Tooker	Kelly Rassfeld
Kelly Winkler	Stephanie Morrison		

Call to Order:

Called to order by: Jessica Mlady, CEOE	Date/Time: 4/13/2021 at 6:03 PM
Quorum Established?	Yes

Pledge of Allegiance

Committee Reports:

Audit Budget	Submitted budget proposal for 21-22 to board, sent to membership for vote.
Shannon Cornell, CEOE	
Bylaws	Proposed changes for bylaws went to members to vote on and results will be announced shortly. Any other proposals will need to wait until next week when you can send that information to Mackenzie Hahn.
Tami Friend, CEOE	
Community Networking	Reminder we are taking donations through the end of the month for art supplies for the Malone Center through the end of April. Supplies can be sent to Becky Rock-LPSDO Media Services or Nancy Jagadich-Maxey Elementary.
Nancy Jagadich, CEOE	
Courtesy	Thank you cards were sent to: Chris Haefner - keynote speaker at the LPS Office Professionals Staff Development Day. Jessi Stilwagon, Amy Newburn, Lisa Hopkins, Olivia Rejda - Facilitating job-alike session at the LPS Office Professionals Development Day. Mackenzie Hahn, Jessica Mlady, Trista Kramer - Facilitating job-alike session and planning the LPS Office Professionals Staff Development Day.
Kris Wallace	
Conference Liaison	The NEOPA Spring Conference "Dare to Lead" is fast approaching! If you would like to register, please do so. The event will be held virtually on April 23rd and 24th. The cost is \$30 for members of NEOPA/NAEOP and \$50 for non-members. **Non-member price includes a NEOPA membership through 6/30/22** Save the Date! NAEOP's Annual Conference will be held in Pittsburgh, PA this year and it's sure to be a great time! "Welcome to the Roaring 2020's" kicks off July 12 and concludes the 16th. Watch for more information to come. Here is a link to the 2021 NEOPA Virtual Spring Conference: https://drive.google.com/file/d/1TQFGebje_NcRWdcJoyKoO7-u3km2Qp_m/view?ts=6064c1b7 As always, if you have questions, please let one of us know!
Nicki Beckman	
Insurance Safety Liaison	Staff injuries/claims for October through December 2020 are down due to fewer students in school buildings. Discussed a scenario of an injured staff member who suffered a minor injury and an ambulance was called. Should an ambulance be called for every situation (how would this be handled at home)? Reminder that staff should not transport another staff member to the hospital, a family member should be called for minor injuries, an ambulance for serious injury or sudden illness. I have reached out to another LPS office professional to explain this committee, she could consider being next year's Insurance/Safety Liaison. The last meeting for this school year will take place on Wednesday, May 19.
Beth Vaughn	

Media	The website has been updated with for the Spring event.		
Shelby Hershberger			
Member Recognition	PSP recient gifts have been requested we are waiting on a quote to get the order placed. We plan on celebrating retirees from 2019-20 and 2020-21 at the Installation and Recognition banquet. Invitations were sent out via US mail to retirees who are no longer working for the district and were interofficed for those who have declared but are still working. We have 6 retirees from 2019-20 and 8 from 2020-21 that we plan to recognize.		
Open Position			
Membership and Nomiations	Thank you to all who have voted on the ballot. The results are as follows (read results after voting window closes). Our membership count for this year is as follows: 138 total members 14 of them New members this year There are still committee chair positions open and I would love for you to Join The Party! Audit / Budget Fall Membership Event Insurance / Safety Member Recognition R&I Banquet Winter Membership Event		
Jessica Mlady, CEOE			
Membership Event - Fall	No report.		
Sara Laney			
Membership Event - Spring	Thank you to everyone who is attending tonight. A big thank you to the Spring Event committee members.		
Jody Shaw			
Membership Event - Winter	No report.		
Karen Perez, CEOE			
Negotiations	The negotiations committee met with Employee Relations on March 18 with our proposed items. Employee Relations will meet with their vetting committee to discuss our proposal and arrange another meeting with the negotiations committee when their counter proposal is finalized.		
Alicia Chapelle, CEOE, Teri Folkers, CEOE, Carol Reed, CEOE, Julie Dansky, CEOE			
Professional Standards Program	There will be a Recertification Workshop via Zoom on Thursday, April 22. This is for anyone who has a PSP certificate and should be working on their recertification every 5 years. Please RSVP to Nancy Harter: nharter@lps.org		
Nancy Harter, CEOE			
Recognition and Installation Banquet	An email was sent last week with a save the date of May 6th. We are ready to go live with the invite and it will be sent to memberhsip tomorrow morning. Retirees have likely received their invites at this point as we needed to get the information sent to them for additional arrangements.		
LPSAOP Board			
Staff Development	The 2021 Office Professional Staff Development day was a success this year. Providing Office Staff the option to watch the recorded sessions was appreciated by all. A special thank to you to all who assisted with the day to make sure it went off without a hitch!		
Executive Committee			
Student Scholarship	We had 12 valid applications that were scored by six committee members and.... We have a winner!! The name of the winner will not be revealed until the Installation and Recognition Banquet. Letters will be sent out soon to the winner (congratulations) and all applicants (thank you for applying).		
Becky Rock, CEOE			
Technical Support	No report.		
Brenna Howell			
Ways and Means	Nancy Harter, Trista Kramer and Mackenzie Hahn are working with Art F-X to create a store for members to purchase LPSAOP swag. Watch your emails as the store should go live in the next couple of weeks. If anyone is in need of points please reach out to one of us as we will likely need help sorting when the shirts arrive.		
Michelle Stone			
Approval of the Minutes			
Are the minutes approved as written or as corrected?			Approved - as corrected
Motion by:	Peggy Clagett	Seconded by:	Kris Wallace
Unfinished Business			
Communications			
New Business			
Treasurer's Report (Linked Report)			
Can the Treasurer's report be placed on file for audit?			Yes

Motion to Adjorn			
Motion Carried:	Yes	Date/Time:	4/13/2021 at 6:25 PM
Motion made by:	Peggy Claggett	Seconded By:	Beth Vaughn
Minutes submitted by:	Kris Wallace		