DAVIDSON
COUNTY SCHOOLS
Your future. Our focus.

2026-2027

MEMBER HANDBOOK

THE DAVIDSON COUNTY ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, INC.

Rodney Sink, President
Kristi Hutchins, Vice President
Joanna Cole, Secretary
Tonia Pennington, Treasurer
Angie Miller, PSP Registrar



Host Schedule 2026-2027

August 18	Transportation Area	Group 3
October 13	Administrative Office	Group 1
December 8	East/Ledford/South/DCHS/YVRCA Area	Group 4
February 9	Central/North/Oak Grove/West Area	Group 5
April 13	Administrative Office, EC, CTE	Group 2
May 25	Transportation Area	Group 3

Host Schedule 2027-2028

TBD	Administrative Office	Group 1
October 12	East/Ledford/South/DCHS/YVRCA Area	Group 4
December 14	Central/North/Oak Grove/West Area	Group 5
February 8	Administrative Office, EC, CTE	Group 2
April 11	Transportation Area	Group 3
May 23	Administrative Office	Group 1

BY-LAWS OF
THE DAVIDSON COUNTY ASSOCIATION
OF EDUCATIONAL OFFICE PROFESSIONALS, INC.

ARTICLE I

NAME

The name of this organization shall be the Davidson County Association of Educational Office Professionals, Inc.

ARTICLE II

PURPOSE

The purpose of this organization is to promote a higher quality of service among office personnel, a closer relationship among its members, to encourage higher ethical standards, to exchange information and ideas, and to further the welfare and advancement of all educational office personnel.

ARTICLE III

MEMBERSHIP

Section 1. Active Membership shall be limited to persons who are presently employed full time as office personnel in the Davidson County System, have paid dues to the local association, attended 3 DCAEOP sponsored meetings per year, participated on one committee and participated on one planning committee. **Active participation is required on committees from those who volunteer.** Active members must comply with the active membership requirements each year to receive active membership credit for that year. If an active member fails to comply with the active membership rules that member will not receive credit for that year and will not be eligible for Extra Training Pay if previously eligible. This is not to imply that all active members are entitled to Extra Training Pay.

Section 1a To receive an initial PSP certificate an active member must be a member for three consecutive years and receive membership for all three years.

Section 1b New hires and employees who transfer into full time office personnel positions which meet criteria for membership must attend at least one-half of the remaining meetings as of the hire/transfer date to be considered Active Members for the year in which they are hired or transferred.

Section 2. Associate Membership shall be limited to administrators and principals who wish to support the goals of this organization and have paid dues to the local association. Associate members shall have all the privileges of active membership except that of holding office and voting.

Section 3. Honorary Membership shall be bestowed upon former active members who have retired from the Davidson County School system or to other individuals in recognition of outstanding service to the association. The Executive Board, after a two-thirds vote, shall recommend the candidate to the association at any meeting. A majority vote of the members assembled shall be required to confirm the honor. Honorary members shall be exempt from paying local dues and holding executive office. Honorary members shall have all the privileges of active members.

ARTICLE IV

ORGANIZATION

Section 1. The DCAEOP shall be affiliated with Davidson County Schools.
Section 2. The fiscal year and administrative term of office shall be July 1 through June 30.

ARTICLE V

DUES

The annual dues will be determined by DCAEOP Executive Committee for the fiscal year, July 1 – June 30, and shall be payable to the treasurer by October 1. Late dues will have a penalty fee that will be determined by DCAEOP membership. New hires/transfers after October 1 may join by paying current year dues without penalty provided they join within one (1) month of their hire/transfer date.

ARTICLE VI

OFFICERS AND EXECUTIVE BOARD

Section 1. The officers of DCAEOP shall consist of a president, vice-president, secretary, treasurer, and registrar. The office of President and Vice President shall serve a term of no more than two (2) years in their respective office. The terms of office shall be extended under extenuating circumstances, as determined by the Board of Directors.

Section 2. Duties of the President shall be (**a) to** preside over all organizational meetings, and (**b) to** serve as chairperson of the Executive Board.

Section 3. Duties of the Vice President shall be (**a) to** serve in the place of, and with the authority of, the president in case of his/her absence, (**b) to** automatically succeed to the presidency at the expiration of the president's term of office, (**c) to** serve as an ex-officio member of all standing committees, and (d) **to** serve as chairperson of the Membership Committee.

Section 4. Duties of the Secretary shall be (**a) to** keep correct and true records of all meetings of the association and the Executive Board, **(b) to** maintain an accurate roll of members, addresses, etc., and **(c) to** handle all correspondence under the direction of the president.

Section 5. Duties of the Treasurer shall be **(a) to** receive all funds of the association, (**b) to** keep an itemized account of all expenditures and receipts, **(c) to** report at each meeting the total collections, disbursements, and balance on hand, (**d) to** send flowers in case of death in the immediate family (spouse, children, and parents) and to members in case of illness if applicable and approved by current administration including membership.

Section 6. Duties of the Professional Standards Program (PSP) Registrar shall understand, explain and enforce the PSP according to the guidelines set forth by this Association and Davidson County Schools. Responsible for approving PSP contact hours for bi-monthly meetings. Collect and approve or disapprove all submitted PSP application forms for extra training pay according to the guidelines set by this Board and Davidson County Schools. Approved applicants should then be submitted to Human Resources.

Section 7. Should a vacancy occur in the office of president, the vice-president shall serve as acting president for the remainder of the term of office and then shall become president at the beginning of the new term. A vacancy occurring in the office of vice-president shall be filled by appointment of the Executive Board to complete the term of office for that year only. Nomination and election of a vice-president shall be necessary at the following election. A vacancy occurring in the office of secretary or treasurer shall be filled by appointment by the Executive Board to complete the term of office.

Section 8. The Executive Board shall consist of the officers of the organization and immediate past president and shall have authority to handle all routine business of the organization. The duties of the Executive Board shall be **(a) to** formulate and propose policies for the chapter, **(b) to** make recommendations to the Association, **(c) to** appoint a chairperson of each committee, and **(d) to** fill vacancies for offices when they occur.

ARTICLE VII

COMMITTEES

Standing committees shall be: Planning Coordination Committee, Special Projects Committee, Scholarship Committee, Membership Committee, Nominations and Elections Committee, Publications Committee, Handbook Committee, Needy Child Committee (Food Drive), PSP Registrar Committee, Staff Development Committee, and Finance Committee. Other committees may be appointed by the Executive Board when needed.

Section 1. The **Planning Coordination Committee** shall consist of all members divided into separate groups according to the locations of their schools or as deemed necessary by the Executive Board. Each committee shall be responsible for selecting the meeting location, notifying the assigned devotional speaker, planning the menu for food meetings, notifying the members of the place, time, cost, and responsible for keeping the president informed of their proceedings. The chairperson shall also inform the Publications chairperson of any hospitalizations, deaths, or other special occurrences in his/her division.

Section 2. The **Special Projects Committee** shall be responsible for any fund-raising endeavors during the year.

Section 3. The **Scholarship Committee** shall obtain applications from prospective high school students who plan to continue their education. Applications must be submitted to the committee prior to the deadline. After applications are submitted, the committee will review the applications. Three scholarships will be awarded to the applicants as recommended by the Scholarship Committee.

Section 4. The **Membership Committee** shall be responsible for maintaining an active program for the recruitment of new members, notify the membership of renewal dates and deadlines, notify the Publications committee of new members, maintaining an active membership list, and completing membership cards for active members.

Section 5. The **Nominations and Elections Committee** shall consist of no less than two members and the chairperson. This committee shall prepare a slate of officers for each office to be filled and present them to the membership at the last meeting of the fiscal year. The Nominating Committee shall submit one name for each office to be filled and other nominations will be accepted from the floor.

Section 6. The **Publications Committee** shall be responsible for promoting the organization through the DCAEOP website. Members should be kept informed of happenings within the schools and association. Newsletters should be sent out on the off months of meetings.

Section 7. The **Staff Development Committee** shall assist in planning informative and interesting programs for meetings. Programs approved for PSP certification shall be scheduled at least five times a year. The program information will be submitted to the PSP Registrar for approval 3 weeks prior to the meeting.

Section 8. The **Finance Committee** shall be responsible for the yearly audit of records by the treasurer. The Committee will meet at least once during the membership year and audit the DCAEOP books. The chair of this committee will set the date and all members will meet to audit the books with the Treasurer. If there are discrepancies, the chair will bring those to the attention of all board members.

Section 9. The **Handbook Committee** shall be responsible for timely updates to the handbook throughout the year, making sure members are current on revisions, and the handbook is posted to the DCAEOP website by October 15 of each year. It must be submitted to the Publications Committee Chair prior to October 15.

Section 10. The **Needy Child Committee** shall be responsible for receiving requests for needs. The committee should review need requests, vote, and the Chairperson should submit the outcome to the Treasurer if the request is approved. All documentation for this committee is confidential and should be maintained by the Chairperson. This committee shall be responsible for coordination of all 3 DCAEOP Food Drive events. This event is optional. Members who wish to earn 1 additional Association Point must participate in all 3 Food Drive events.

Section 11. The **PSP Registrar Committee** shall be responsible for approving new and renewal applications based on documentation provided by the member. The PSP Chairperson shall be responsible for retaining documents, signing certificates, notifying the member of the committee decision, notifying the President when applications are approved, and maintaining the umbrella plan with the HR Director.

ARTICLE VIII

MEETINGS

Section 1. Functional meetings shall be held every other month at the time and place chosen by the Planning committee. Special meetings may be called by the president with the consent of the Executive Board.

Section 2. Two-thirds of the active membership must be present to constitute a quorum at a regular or called meeting.

ARTICLE IX

AMENDMENTS

The by-laws may be amended by two thirds vote of the active membership. Amendments must be submitted in writing to the Extra Training Pay Committee Liaison.

ARTICLE X

DISSOLUTION AND DISTRIBUTION OF ASSETS

No part of the net earnings of the Association will benefit, or be distributed to its members, officers, or other private persons. The Association may be dissolved and its assets be distributed to the Davidson County Education Foundation.

These bylaws were approved. on November 29, 2023.

DCAEOP Committee Members
2026-2027

Needy Child Committee **Chairperson - Amy Hildreth**	**Special Projects Committee** **Chairperson - Rodney Sink**
Tammy Thompson Annette Kohler Dawna Frank Linda Garner Shanda Warfford Angela Garrett Brittany Sumner Allison Wilson Janet Tysinger	Annette Kohler Yvonda Trotter Brittany Sumner Joanna Cole
Finance Committee **Chairperson - Open**	**Scholarship Committee** **Chairperson - Annette Kohler**
Tammy Thompson Angela Garrett Joanna Cole Brittany Sumner Janet Tysinger	Crystal Asbury Jennifer Penninger Brittany Sumner Krystyna Solan
Handbook Committee **Chairperson - Jami Hutson**	**Membership Committee** **Chairperson - Open**
Tonia Pennington Coty Bradley Krystyna Solan Allison Wilson	Coty Bradley Brittany Sumner Penny Benson Rodney Sink
Staff Development Committee **Chairperson -**	**Publications Committee** **Chairperson - Kristi Hutchins**
Brittany Sumner Joanna Cole Kristi Hutchins Resica Cecil	Tonia Pennington Coty Bradley Resica Cecil Candy Walters
PSP Committee **Chairperson - Angie Miller**	**Nominations Committee** **Chairperson - Open**
Crystal Asbury Brittany Sumner	Brittany Sumner Kristi Hutchins Candy Walters

Planning Committees
2026-2027

Group 1 Chairperson - Kristi Hutchins	Group 2 Chairperson - Crystal Asbury
Coty Bradley Tonia Pennington Brittany Sumner Candy Walters (County Office)	Linda Garner Jami Hutson Annette Sigmon Kohler Angie Miller Allison Wilson (County Office, EC, CTE)
Group 3 **Chairperson - Rodney Sink**	**Group 4** **Chairperson - TBD**
Dawna Frank Yvonda Trotter Shanda Warfford (Transportation)	Angela Garrett Tammy Thompson Janet Tysinger Jennifer Penninger (DCHS, East, Ledford, South, YVRCA)
Group 5 **Chairperson - Resica Cecil**	
Penny Benson Joanna Cole Amy Hildreth Krystyna Solan (Central, North, Oak Grove, West)	

All **participating** members of the Planning Committee responsible for the scheduled meeting will receive one point for their service. The chairperson will receive two points. The chairperson is responsible for turning in the names of participating members to the DCAEOP president after their scheduled meeting.

DCAEOP OFFICERS – PAST AND PRESENT

YEAR	PRESIDENT	VICE-PRESIDENT	SECRETARY	TREASURER	REGISTRAR
1969/70	Joanne McLaughlin	Marie Michael	Barbara Berrier	Dean Beck	
1970/71	Marie Michael	Jimmie Ham	Jo Hartman	Joan Phillips	
1971/72	Jimmie Ham	Barbara Berrier	Mildred Warfford	Peggy Varner	
1972/73	Barbara Berrier	Evelyn Leonard	Mitzi Williams	Lou McGinn	
1973/74	Evelyn Leonard	Ina Tuttle	Helen Everhart	Madeline Davis	
1974/75	Ina Tuttle	Janice Abernathy	Peggy Varner	Linda Warfford	
1975/76	Janice Abernathy	Peggy Essick	Jane Westmoreland	Doris Everhart	
1976/77	Peggy Essick	Brenda Burris	Betty Hall	Betty Perryman	
1977/78	Brenda Burris	Jane Westmoreland	Patty Floyd	Estelle Elliott	
1978/79	Jane Westmoreland	Mildred Warfford	Helen Rogers	Janette Neal	
1979/80	Mildred Warfford	Helen Everhart	Joan Phillips	Marie Michael	
1980/81	Helen Everhart	Patty Floyd	Gail Black	Gayle Beck	
1981/82	Patty Floyd	Kay Shoaf	Gail Black	Gayle Beck	
1982/83	Kay Shoaf	Susan Scott	Estelle Elliott	Gayle Beck	
1983/84	Susan Scott	Helen Rogers	Dean Beck	Becky Tysinger	
1984/85	Helen Rogers	Peggy Varner	Jane Westmoreland	Peggy Essick	
1985/86	Peggy Varner	Susan Jester	Jane Westmoreland	Peggy Essick	
1986/87	Janette Neal	Rita Jones	Helen Everhart	Peggy Essick	
1987/88	Rita Jones	Faye Reece	Susan Owens	Gail Black	
1988/89	Faye Reece	Sally Hogan	Susan Owens	Gail Black	
1989/90	Sylvia Noah	Pat Karnes	Kathy Leonard	Bobbie Everhart	
1990/91	Cheryl Brannock	Kathy Leonard	Pat Jones	Carolyn Cope	
1991/92	Kathy Leonard	Gail Kimbrell	Helen Rogers	Carolyn Cope	
1992/93	Gail Kimbrell	Ginger Cole	Dottie Covert	Deon Widener	
1993/94	Ginger Cole	Melietta Gordon	Patty Floyd	Deon Widener	
1994/95	Melietta Gordon	Teresa James	Janice Helms	Linda Foust	
1995/96	Teresa James	Rita Jones	Patty Hedrick	Cindy Hartley	
1996/97	Jill Wood	Lynn Cross	Donna Kirk	Cindy Hartley	
1997/98	Jill Wood	Cindy Hartley	Brenda Wilson	Melanie Yarborough	
1998/99	Debbie Lomax	Monica Blankenship	Deon Widener	Brenda Wilson	
1999/00	Johnnie Bell	Judy Perdue	Joe Craver	Brenda Wilson	
2000/01	Cindy Hartley	Judy Perdue	Susan Lloyd	Beverly Snider	
2001/02	Cindy Hartley	Vicki Meredith	Lynn Cross	Brenda Wilson	
2002/03	Beth Monk	Vicki Meredith	Deon Wallace	Cathy Martin	
2003/04	Beth Monk	Vicki Meredith	Deon Wallace	Cathy Martin	
2004/05	Gail Barnhardt	Sandra Petroff	Monica Blankenship	Judy Cochran	
2005/06	Jill Wood	Sandra Petroff	Monica Blankenship	Toni Chapman	
2006/07	Pat Jones	Beverly Cornatzer	Donna Sink	Toni Chapman	
2007/08	Marlene Burckhalter	Vicki Meredith	Judy Perdue	Monica Blankenship	
2008/09	Shelly Hodges	Vicki Meredith	Judy Perdue	Monica Blankenship	
2009/10	Shelly Hodges	Rene' Anderson	Valerie Jones	Beverly Cornatzer	
2010/11	S. Hodges & A. Emerson	Barbara Everette	Valerie Jones	Beverly Cornatzer	
2011-12	Amy Emerson	Barbara Everette	Lisa Trexler	Susan Mazur	
2012-13	S. Hodges & M. Blankenship	Barbara Everette	Lisa Trexler	Susan Mazur	
2013-14	Beverly Berrier	Penny Benson	Allison Markham	Susan Lloyd	
2014-15	Beverly Berrier	Penny Benson	Allison Markham	Monica Blankenship	
2015-16	Penny Benson	Rodney Sink	Allison Markham	Monica Blankenship	
2016-17	Penny Benson	Rodney Sink	Caroline Hedrick	Monica Blankenship	
2017-18	Rodney Sink	Patty Steele	Kristi Hutchins	Vickie Grant	
2018-19	Rodney Sink	Patty Steele	Kristi Hutchins	Vickie Grant	
2019-20	Patty Steele	Brad Sweatman	Lisa Shoaf	Nancy Byrd	
2020-21	Patty Steele	Brad Sweatman	Kristal Williams	Nancy Byrd	Vickie Grant
2021-22	Brad Sweatman	Sarah Reynolds	Dru Davis	Erin Hullette	Vickie Grant
2022-23	Brad Sweatman	Dru Davis	Dru Davis	Jennifer Penninger	Vickie Grant
2023-24	Brad Sweatman	Joni Mills	Dru Davis	Jennifer Penninger	Vickie Grant
2024-25	Joni Mills	Candy Walters	Joanna Cole	Maggie Sullivan	Shawn Talent
2025-26	Candy Walters	Rodney Sink	Joanna Cole	Tonia Pennington	Angie Miller
2026-27	Rodney Sink	Kristi Hutchins	Joanna Cole	Tonia Pennington	Angie Mi

DCAEOP ACTIVE MEMBERS
2026-2027

FIRST NAME	LAST NAME	LOCATION	POSITION
Crystal	Asbury	Admin Office	HR Specialist
Penny	Benson	North Davidson Middle	Secretary
Coty	Bradley	Admin Office	Coordinator of Federal Services
Resica	Cecil	Friedberg Elementary	Treasurer
Joanna	Cole	Reeds Elementary	Treasurer
Dawna	Frank	Transportation	Transportation Admin Coordinator
Linda	Garner	Admin Office/Palmer House	EC Data Manager
Angela	Garrett	East High	Treasurer
Amy	Hildreth	North Middle	Treasurer
Kristi	Hutchins	Admin Office	Exec Asst to Asst Supt of Curriculum
Jami	Hutson	Admin Office	Exec Asst to Asst Supt of HR
Angie	Miller	Admin Office	HR Workers Comp/FLMA/Disability
Jennifer	Penninger	Davidson County High	Treasurer/Data Manager
Tonia	Pennington	Admin Office	Financial Specialist
Annette	Sigmon-Kohler	Admin Office	HR Specialist
Rodney	Sink	Transportation	Routing Specialist
Krystyna	Solan	North Davidson High	Treasurer
Brittany	Sumner	Admin Office	Payroll Supervisor
Tammy	Thompson	East High	Receptionist
Yvonda	Trotter	Transportation	TIMS Cord/Route Specialist
Janet	Tysinger	Fair Grove Elementary	Treasurer
Candace	Walters	County Office	Sr. A/P Specialist
Shanda	Warfford	Transportation	Cost Clerk II
Allison	Wilson	County Office	CTE Administrative Assistant