

R.C.A.E.O.P. COMMUNIQUE



Your key to Success
Established in 1954

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Riverside County Association of Educational Office Professionals (RCAEOP)

Purpose and Aim

- Promote professional interest in educational classified positions in the offices of educational institutions in Riverside County and allied groups within the state.
- Provide a clearinghouse for administrators and employees for ideas and methods which will result in finer and more efficient services to the schools and the community.
- Encourage personal and professional growth, through the Association, by the sharing of ideas and ideals.
- Award the Riverside County Association of Educational Office Professionals' Florence Pentony Scholarship and Re-entry Scholarship.
- Cooperate with administrators, certificated staff and members of other departments of the classified staff to maintain a pleasant working relationship throughout the school districts.
- Provide in-service education through local, state, and national conferences.

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Disclaimer: Please note any errors, omissions or
incorrectly identified individuals are my errors.
Debbie Hansen

2014 RCAEOP President's Message

Greetings to all as we head into the holiday season! This is a busy time of year for all of us and I appreciate everyone's dedication to Riverside County's future leaders. With our help, a few more students will be able to receive scholarships to colleges around the country.

I would like to start off by thanking California Association of Educational Office Professionals (CAEOP) for a fabulous workshop in October!

As we continue down our workshop path, the question remains: How do we encourage office professionals to excel in their jobs? Offer workshops that are more appealing and have a variety of different opportunities for our members and future members. Riverside County Association of Educational Office Professionals (RCAEOP) is very excited to announce the **December workshop titled: "Finding Balance between Work and Home"** presented by Kathy Espinosa, from Keenan & Associates. She is fantastic! Again, I encourage you to maximize the value from your membership by taking advantage of our offerings and networking with your fellow professionals.

If you have any suggestions or questions, please remember that the Executive Board of RCAEOP is here to serve your needs as a member. Please remember that... "You are the Key to our Success" because without YOU, we would not be a success!

Happy Holidays!
Cyndee Amezcua
President, RCAEOP

CAEOP



Please consider joining California Association of Educational Office Professionals (CAEOP).

Correction: You do NOT need to be a member to attend the Annual CAEOP Conference. More information is available on their website: www.caeop.org.

PIP – Professional Incentive Program (through CAEOP)

This is a very exciting opportunity to become a Certified Educational Office Employee (CEOE).

Information is available via the CAEOP website:

www.caeop.org/pip/htm.

SAVE THESE DATES IN 2014/2015

December 11, 2014

Finding Balance Between Work
& Home

Presented by Kathy Espinosa,
Keenan & Associates
Landis 1 & 2, RCOE

February 5, 2015

Google Sheets
HUSD PDA

March 13-14, 2015

CAEOP Annual Conference
Pasadena, CA

May 14, 2015

Annual Bosses' Night
Monteleone Meadows, Murrieta

Quote Corner

Let us remember that, as much has been given us, much will be expected from us, and that true homage comes from the heart as well as from the lips, and shows itself in deeds. ~Theodore Roosevelt

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them. ~John Fitzgerald Kennedy



How to Help Less Fortunate Families

By Paige Turner, eHow Contributor , last updated September 19, 2014

If you feel inspired to help families less fortunate than your own, opportunities to do so most likely exist in your own community. Non-profit organizations that provide food, meals, clothing or bill-paying assistance already have programs in place that may welcome your support, as do some faith-based organizations. If you know a family that you would like to help, consider what may be most helpful to their specific needs.

Organize a Drive

- Organizing a food or clothing drive allows you to help several families at least, even if you don't have much to

offer out of your own pantry or closet. Ask business owners around your community to allow the food- or clothing-collection boxes and explain that the items collected benefit local families. Some stores may even be able to provide the boxes for you. Place a sign on each collection box indicating what types of items you're collecting and who they will benefit -- this means making arrangements with local organizations ahead of time to distribute the goodies. Local soup kitchens, food pantries, family shelters and social-service groups are potential beneficiaries of the goods, as they can redistribute them on your behalf. If you would like to hand out the items personally, make arrangements to visit the organization during a time when needy families are present, such as during a meal or food-pantry program.

Set Up a Free Shop or Sale-less Sale

- Instead of a pop-up shop selling things, make arrangements through a local school, place of worship or community service organization to set up an ongoing free store or one-time free yard sale, offering clothing or household goods to families in need. This type of assistance requires a good bit of planning and storage space, so the support of an organization such as a scout troop or worship center may result in a more successful event. The organization also helps promote and gather goods for the event. Set up an area or room at the sale location where items may be donated for a month or two in advance of the sale. Set up the collected goods on the event day much like a yard sale, inviting less fortunate families to shop for free. The families may be invited from a particular social-service organization, receiving entry tickets from other agencies that support them.

Help Families You Know

- If you know of a family or two in your neighborhood that could use a little help, consider items or services that offer the most benefit. For some, it may be a gift card to a big-box store where they can purchase clothing, food and household goods all at one location. For others, a supply of pantry and kitchen staples such as cooking oil, rice, oatmeal and zippered storage bags means a lot, as these are items the families would have to purchase on their own. If you are close with the family, offer them gift cards or bagged goods personally. If the family doesn't have a vehicle, offer to drive the head of the household to the store, or even pay their entire shopping bill. Offer a few home-cooked meals if the adults are unable to handle meal preparation due to physical ailments.

Ask Businesses for Help

- To help multiple families at once, collect goods such as blankets, cleaning supplies or non-perishable food items, asking local businesses to donate the items. Tell business owners or managers about your project and that the goods will be distributed to local families in need. To make your quest seem more legitimate, partner with a local social-services agency for distribution day and let the business owners know the goods will be distributed at the agency site. Businesses such as sporting goods shops and local screen-printers may have leftover samples or apparel items they cannot sell, and grocery stores and discount stores may be willing to part with non-perishable items and household supplies. Once you've collected all the goods, package them in large boxes or bags for distribution at your selected agency location.

COATS FOR A CAUSE



We will be collecting coats and jackets for our December workshop to be donated to Grandparents raising Grandkids and Operation School Bell. Please drop off any size good condition coats and jackets **by December 11, 2014** to Cyndee Amezcua or any RCAEOP Executive Board Member. We appreciate your contributions!

October Workshop

Frontline Leadership: Winning The Battle for Excellent Customer Service presented by Kasha L. Robinson, Ed.D.

This very informative workshop, held at the Beaumont Unified School District Office, co-hosted by CAEOP and was well attended. Thank you to all who attended.



Cyndee Amezcua,, HUSD & Rosemary Duff, CAEOP



Viveca Marin & Juno Fernandez, PUHSD



Lori Ortell & Christine Harris, PUHSD



Beck Shipley & Kathy Ramos, CAEOP



Rosemary Duff, CAEOP, Presenter Kasha L. Robinson, Ed.D & Cyndee Amezcua, HUSD



Lora Roman, Sandi Gray, Mahlana Cove, Rosy Martinez, Beaumont USD



Robin Burns, PUHSD; Gloria Ayala, HUSD & Attendees



Monica Cornejo & Xochitl Trujillo, PUHSD



Amelia Trinidad & Linda Rush, HUSD



Robin Burns, PUHSD



Sarah Tierce, CAEOP



Sophia Rubio, PUHSD & Linda Rush, HUSD



Lori Ortell, PUHSD & Linda Rush, HUSD



Rosy Martinez, Beaumont USD



Debbie Bowman, Amber McClure, Kerri Moreno, Lorena Bond, Beaumont USD



Mahlana Cove, Rosy Martinez, Robin Lappert, Debbie Bowman
Dawn Bray, Beaumont USD



Dawn Bray, Mareesa Evans, Kelly Arizaga, Ranada Palmer, Lisa Tarrats,
Sandi Gray, Mahlana Cove, Rosy Martinez, Robbin Lappert, Beaumont USD



Kelly Arizaga, Ranada Palmer, Lisa Tarrats, Beaumont USD



Dawn Bray, Christina Martinez, Mareesa Evans, Beaumont USD



Kerri Moreno, Lorena Bond, Beaumont USD



Amber McClure, Beaumont USD



Iris Schlosser, Beaumont USD

Banana Pudding IV

allrecipes.com



INGREDIENTS:

- 1 (8 ounce) package cream cheese
- 1 (14 ounce) can sweetened condensed milk
- 1 (5 ounce) package instant vanilla pudding mix
- 3 cups cold milk
- 1 teaspoon vanilla extract
- 1 (8 ounce) container frozen whipped topping, thawed
- 4 bananas, sliced
- ½ (12 ounce) package vanilla wafers

DIRECTIONS:

1. In a large bowl, beat cream cheese until fluffy. Beat in condensed milk, pudding mix, cold milk and vanilla until smooth. Fold in ½ of the whipped topping.
2. Line the bottom of a 9x13 inch dish with vanilla wafers. Arrange sliced bananas evenly over wafers. Spread with pudding mixture. Top with remaining whipped topping. Chill.

Thanksgiving Word Scramble (purpletrail.com)

1. ytuerk _____
 2. rcpniaocou _____
 3. ehsamd stopoate _____
 4. ktshan _____
 5. gmrspil _____
 6. yrwafoerlm _____
 7. tnviae nrsmeaicn _____
 8. ythomupl, kcro _____
 9. yiflam _____
 10. sfta _____
 11. stidnaori _____
 12. brnacyrer uesac _____
 13. klbac dyrifa , _____
 14. solfretev _____
 15. kpunmip epi _____
- **Bonus ytopparnht _____

Plymouth Rock – Fun Fact

As the legend goes, the pilgrims landed on this rock which is famously known as Plymouth Rock. In the year 1620 they came to the place and settled permanently in the Plymouth region, Massachusetts. This famous rock resides in Pilgrim Memorial state park and receives visits from more than a million people each year.

