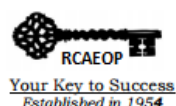


# Riverside County Association of Educational Office Professionals



## RCAEOP Communiqué

Volume 19 | Issue 1 | Fall 2017

**"Bring Your Potential to Life with RCAEOP"**

### Mission Statement

The mission of the Riverside County Association of Educational Office Professionals is to encourage professional and personal growth through the Association by sharing of ideas and ideals. To provide in-service education through local, state and national conferences. To promote professional interest in educational institutions in Riverside County and allied groups within the state and provide a clearinghouse for ideas to improve services to the school & the community.

### 2017-2018 RCAEOP President's Message by: Mahlana Cove

#### Bring Your Potential to Life With RCAEOP



Welcome to the 2017-18 school year! So hard to believe a new school year is upon us but I'm very excited for all it holds for us.

I am thrilled to be your president this year! My theme is "Bring Your Potential to Life with RCAEOP". This wonderful organization we are a part of is doing great things for our students as well as for our own personal and professional growth and I hope to continue that throughout 2017-18.

We will send out information very soon regarding our professional excellence workshops for the year. There will be three workshops in the following months: October, December, and February. Our Annual Bosses' Night will be held on April 19, 2018 at Monteleone Meadows, where we honor the hard work and dedication of our bosses, as well as recognize the administrator of the year, office professional of the year and our scholarship winners. This year, with your help, we hope to give out more scholarships than ever.

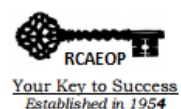
Beautiful Santa Maria, California, will be the location of the 68th Annual CAEOP conference on March 9-10, 2018. It's always a wonderful time of learning and fellowship with office professionals from many districts. I have had the pleasure of meeting some of the most wonderful, dedicated people at the conference who want to help others be successful!

I have a wonderful Executive Board this year and we are eager to get this year started! I am still in need of filling a couple of positions on the Board so if you are interested please feel free to contact me.

Thank you and let's all continue "Bringing our potential to life with RCAEOP"!

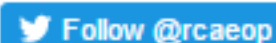
### Inside this Issue

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- ◇ Page 4 & 5  
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- ◇ Page 6 & 7 Installation & Word Search
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Save the Date CAEOP, Conference CAEOP/NAEOP & Executive Board Members



**Website:** [www.rcaeop.org](http://www.rcaeop.org)

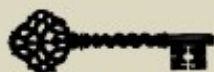
**Follow us on Twitter**



# Save the Date

Welcome RCAEOP members to another great year of workshops and professional growth opportunities. Below are the events for the year, please save the dates. The events are subject to change depending on availability of speaker. Please check our website and future newsletters for any updates.

Event	Date & Time
October Workshop - Equity Together in Diversity Presented by Domenica Bernauer, Director of Student Services Beaumont Unified School District	Thursday, October 19, 2017 5:30 pm — 8:00 pm
December Workshop - To be determined Presented by: To be announced.	December 2017
February Workshop - To be determined Presented by: To be announced.	February 2018
CAEOP 68th Annual Conference Location: Radisson Hotel, Santa Maria, CA	March 9-10, 2018
RCAEOP Annual Bosses' Night Location: Monteleone Meadows	April 19, 2018



*Your Key to Success*  
*Established in 1954*

*Professional Excellence Workshop*

**Riverside County Association of  
Educational Office Professionals**



**Presented by: Domenica Bernauer, Director of Student Services  
Beaumont Unified School District**

Date: Thursday, October 19, 2017  
Location: Beaumont Unified School District Board Room  
350 W. Brookside Ave., Beaumont, CA 92223  
Cost: \$18 Members / \$20 Non-Members  
Registration: 5:30 p.m.  
Dinner: 6:00 p.m. – Catered by Domenico's Italian Kitchen  
Workshop: 6:30 – 8:00 p.m.  
Intro to PIP: 8:00 – 8:30 p.m. – Professional Incentive Program - Part I  
Sponsored by CAEOP

**Door Prizes! Wear your RCAEOP pin and receive an extra raffle ticket.**

Please detach and return this registration form along with your check (no purchase orders) made payable to R.C.A.E.O.P. to: Robin Lappert, Beaumont Unified School District, 350 W. Brookside Ave., Beaumont, CA 92223. For questions, you may contact Robin at [rlappert@beaumontusd.k12.ca.us](mailto:rlappert@beaumontusd.k12.ca.us) or (951) 845-1631.

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Guest Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

District: \_\_\_\_\_

Site/Dept.: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

Member: Yes \_\_\_\_\_ No \_\_\_\_\_

**RESERVATION DEADLINE: Friday, October 13th**

## ***Tips, Resources for Office Professionals***



### **Getting that Next Promotion**

Getting to the next step in your career is not always easy, but here are some tips to improve your chances of promoting:

- 1) Obtain New Skills and Knowledge - Being in the education, you have to have skills and knowledge to set yourself apart from others. Get that AA , Bachelor's or even Master's degree in the subject that you wish to pursue. Go to workshops to improve your customer service or technical skills.
- 2) Build your Brand - Having a good reputation in your organization is key to promoting. If you are known to be a team-player, someone that is reliable and trustworthy, you are improving your chances to succeed.
- 3) Be Professional at all times—Dress neatly, professionally at all times. Keep personal problems at home and have a positive outlook even in rough times. You never know who is watching you for a promotion.
- 4) Network, network, network—I cannot stress how important it is to build relationships with your peers and those in other school districts. By networking, you open yourself to opportunities that you may not know about and others get to know about you along with your accomplishments. Networking can help you branch out and make important connections that can aid in your promotion in the future.

### **Hot Website— Speed Typing Online**

Do you want to improve your typing speed over time? Here is a great and free website to practice your typing skills. You can track your progress by registering for this website. Try it out!

Website: <https://www.speedtypingonline.com/typing-test>



## **Recipe**

Contributed by Juno Fernandez

From: Allrecipes.com



### Honey-Garlic Slow Cooker Chicken Thighs



Prep  
10 m

Cook  
6 h

Ready In  
6 h 10 m

*Recipe By:* Myrna

"I have used it often. It's easy and uses pantry staples. Always a hit with adults and kids. Serve with basmati rice or quinoa and steamed or roasted vegetables."

#### Ingredients

4 skinless, boneless chicken thighs	1/3 cup honey
1/2 cup soy sauce	3 cloves garlic, minced
1/2 cup ketchup	1 teaspoon dried basil

#### Directions

- 1 Lay chicken thighs into the bottom of a 4-quart slow cooker.
- 2 Whisk soy sauce, ketchup, honey, garlic, and basil together in a bowl; pour over the chicken.
- 3 Cook on Low for 6 hours.

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Printed From Allrecipes.com 10/5/2017



# RCAEOP Installation 2017



Mahlana Cove & Tony Knapp

Mahlana Cove was installed as our new 2017-2018 RCAEOP President at Rick's Desert Grill in Palm Springs, CA.

Her theme this year is "Bring Your Potential to Life with RCAEOP".

The Special Guest Speaker for the evening was Mr. Tony Knapp, Assistant Superintendent of Beaumont Unified School District.



Robin Lappert & Mahlana Cove



Newly installed RCAEOP Officers and chairmen



Mayra Chavez, Cinda Sarian & Cynthia Navarro



Sofia Rubio & Sarah Rico

## RCAEOP is a Champion for Students

ADMINISTRATORS  
COUNTY  
EDUCATIONAL  
INSERVICE  
PERSONAL  
PROFESSIONAL  
SCHOLARSHIPS  
STATE

ASSOCIATION  
DISTRICT  
EFFICIENT  
LOCAL  
PLEASANT  
RCAEOP  
SCHOOL  
WORKSHOPS

CLASSIFIED  
EDUCATION  
GROWTH  
NATIONAL  
POSITIONS  
RIVERSIDE  
SERVICES

D E E T N A L O O H C S S T S  
E F C C A S A G X I P R R P E  
I F I I T S C X Z I C Y O L R  
F I V R I O O B H A T H T E V  
I C R T O C L S E N S T A A I  
S I E S N I R O U K Z W R S C  
S E S I A A P O R A Y O T A E  
A N N D L T C O X S H R S N S  
L T I O Z I W E Q K B G I T W  
C F H P R O F E S S I O N A L  
F C L L A N O S R E P P I S V  
S L A N O I T A C U D E M P M  
G P O S I T I O N S X H D W Y  
E D I S R E V I R J S T A T E  
R U E E D U C A T I O N A Z F



### Take it to the next level!

California Association of Educational Office Professionals (CAEOP) is the state level of our networking group. Meet educational professionals from different counties and expand your contacts! CAEOP also offers professional workshops and an annual conference for members to attend. For more information please check out their website:

[www.caeop.org](http://www.caeop.org)

### **CAEOP's Professional Incentive Program (PIP)**

Set yourself apart with a certificate to recognize your professional achievements. For more information, please go to: [www.caeop.org](http://www.caeop.org)

### SAVE THE DATE

California Association of Educational Office Professionals

68th Annual Conference



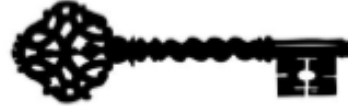
### **Go all the Way!**

National Association of Educational Office Professionals (NAEOP) is the national level of our networking group. Meet educational professionals from different states and professionals just like you across the country! NAEOP also offers professional workshops and an annual conference for members to attend. For more information please check out their website: [www.naeop.org](http://www.naeop.org)



# Join today!

## Riverside County Association of Educational Office Professionals



**Your Key to Success**  
*Established in 1954*

### **RCAEOP MEMBERSHIP FORM**

*July 1, 2017 through June 30, 2018*

Membership Type: ☐ New\* ☐ Renewal

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

District: \_\_\_\_\_ School/Dept.: \_\_\_\_\_

Work Address: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*If you are a new member, who recruited you? \_\_\_\_\_

### **ANNUAL MEMBERSHIP DUES**

☐ \$20.00 (includes membership pin) ☐ \$15.00 (no pin)

Please make check payable to RCAEOP. Send this form along with your check to:

Beaumont Unified School District

E-mail: [sgray@beaumontusd.k12.ca.us](mailto:sgray@beaumontusd.k12.ca.us)

Sandi Gray, Assessment & Accountability Secretary

Phone: (951) 797-5337

350 W. Brookside Avenue

Beaumont, CA 92223

By becoming a member, you will receive a reduced price for RCAEOP in-services throughout the year. **If you recruit five new members prior to December 31, 2017, your membership for 2018-19 will be FREE!**

If you would be interested in serving on a committee, please check the appropriate box below:

☐ Membership ☐ Programs ☐ Promotions ☐ Scholarships

## Riverside County Association of Education Office Professionals

### Executive Board 2017-2018

Position	Name	Contact Information
President	Mahlana Cove	mcove@beaumontusd.k12.ca.us
Immediate Past President	Xochitl Trujillo	xochitl.trujillo@puhsd.org
President-Elect 1st Vice President - Programs	Vacant	
2nd Vice President —Memberships	Sandi Gray	sgray@beaumontusd.k12.ca.us
Secretary	Sarah Rico	sarah.rico@puhsd.org
Treasurer	Dawn Bray	dbray@beaumontusd.k12.ca.us
Auditor Auditor Co-Chairman	Linda Rush Sharon Callahan	lrush13@roadrunner.com sharoncallahan.callahan7@gmail.com
Hospitality Chairman	Rose Cook	rose.cook@puhsd.org
Hospitality Co-Chairman	Robin Lappert	rlappert@beaumontusd.k12.ca.us
Promotions Co-Chairman	Sylvia Ortiz	sortiz92544@yahoo.com
Scholarships/Awards Chairman	Irene Mendoza	imendoza@beaumontusd.k12.ca.us
Scholarships/Awards Co-Chairman Promotions Chairman	Cyndee Amezcua	camezcua@hemetusd.org
Historian / Photographer Chairman	Sofia Rubio	sofia.rubio@puhsd.org
Historian / Photographer Co-Chairman	Rosy Martinez	sharon.cortez@puhsd.org
Newsletter Chairman "Communique" Website Co-Chairman	Juno Fernandez	juno.fernandez@puhsd.org
Publications	Teresa Garcia	tgarcia@beaumontusd.k12.ca.us
Presidential Advisor	Vacant	