

RCAEOP CONNECT

Riverside County Association of
Educational Office Professionals



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Take it to the Next Level



PRESIDENT'S MESSAGE

Happy New Year to our RCAEOP members, friends and colleagues,

The year 2020 was an expected year of changes. Though the year presented us with unforeseen challenges, it has given us the opportunity to appreciate family, friends and the things we do have.

I am proud of my RCAEOP Executive Board team and what we have accomplished this year. Despite the obstacles of social distancing, we were able to still have our amazing workshops virtually and aided Feeding America with a donation to help our communities in need.

The year 2021 is upon us and this is the year we will reclaim our time. Don't wait any longer to pursue your professional and personal goals in life. Join us for our February Workshop and finish out this school year on a high note.

Thank you all for your support and continue "Taking it to the Next Level with RCAEOP"

- Juno Fernandez, RCAEOP President



WHAT IS RCAEOP?

The Riverside County Association of Educational Office Professionals is a network of office professionals who work in Riverside County schools. We are administrative assistants, school secretaries, office technicians, and classified school employees that make a difference!

WHY JOIN RCAEOP?

RCAEOP is a great place to meet other professionals in the educational industry and build up your social networking and resources. RCAEOP provides professional development opportunities that help improve your skills to move you forward professionally.

HOW DO I JOIN?

Go to our website: www.rcaeop.org under forms and our membership form is available. For more information, please contact Patricia Martinez, 2nd VP of Membership at patricia.martinez@puhsd.org.

Website: www.rcaeop.org



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Virtual Installation & Workshops

RCAEOP had to be creative this year and find a way to stay connected with our members while maintaining social distancing. RCAEOP held the Installation virtually via Zoom, a first in our history as an association.

Through the power of Google Meet, we were able to present two workshops: "My Biggest Tech Headache Frustrations & Solutions" with Alejandro Avalos (Hemet Unified) and Life is like a tub of Rocky Road: Changing your Lifestyle Mindset" by Dawn Bray (Perris Union). Our 3rd workshop will be hosted by Martin Cisneros, Tech Guru and Director of Technology (Berryessa Union) in February 2021. Please check our website or sign up for our email group also at www.rcaeop.org.

Philanthropy to our Riverside County members, students and community is a core value for RCAEOP. RCAEOP was able to partner with Feeding America Inland Empire: Riverside | San Bernardino to donate funds to our local community food banks to assist our families in need.

Professional Excellence Workshop - Online!
October 13, 2020
Registration Deadline
Sunday, October 11, 2020

Technology is said to make our lives easier, but what can we do when it becomes more of a "headache"? "My Biggest Tech Headache: Frustrations and Solutions" workshop will address common technical issues that office professionals face, with possible solutions. We welcome you to this workshop with questions and an idea what to learn new ways of simplifying your day to day tasks.

"My Biggest Headache: Frustrations & Solutions"
Presented by: Alejandro Avalos
Hemet Unified School District

Location: Via Google Meet, link will be received by email after registration and payment is completed.
Cost: \$15 Members / \$18 Non-Members
Workshop: 6:30 - 8:00 p.m.

In this workshop:

- Solutions to common technical issues for office professionals
- Time management - The theory of the 20/80 rule - Practical will be presented to reduce or eliminate email logging the inbox
- Google Email templates - Adding & deleting email templates
- Task Management with Google Keep & Google Calendar

RCAEOP
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of Educational Office Professionals

ONLINE WORKSHOP
Tuesday, December 8th
6:30-8:00 p.m.

"Life is like a tub of Rocky Road"
Changing your LIFESTYLE MINDSET
to Live HEALTHY & HAPPY
Presented by: Dawn Bray, Perris UHSD



With regret, RCAEOP will not be hosting the 2020-2021 Annual Bosses Night due to the global pandemic. We will proceed with the RCAEOP Scholarship for our Riverside County. More information about our scholarship program will be available on our website www.rcaeop.org in early February.

The RCAEOP Office Professional of the Year and the Administrator of the Year awards program will be postponed for the following year as well until 2021-2022.

We will continue to provide our workshops and provide any support to our members virtually. RCAEOP would like to thank our members for their continued support and we look forward in providing excellent professional development opportunities in the future.



How can I help those in need?

Feeding America is currently in need of volunteers and monetary donations. For more details, please check out their website:

<https://www.feedingamericaie.org>



Working from Home: A New Normal

When the pandemic hit in March 2020, millions of professionals and students began working and remotely learning from home. During the beginning of the pandemic, many of us decided to take time to breathe and appreciate our families while looking forward to the fall when we believed that things would look more like normal. Since then, nine months have passed and we have lived through lockdowns, stay at home orders, toilet paper shortages, and of course the Tiger King! And while the future seems uncertain with remote working and learning becoming an actual way of life, we continue to push forward and adapt to our new normal.

As a result, our new normal seems as if it is going to go well into 2021 and possibly beyond. This leaves many professional parents unnerved as they are struggling to figure out how to juggle remote learning and full time jobs. For many of us, much of the concern is with our ability to keep everything running smoothly without neglecting our child(ren) or our work responsibilities. The feeling of constantly failing at either one thing or another and not being able to fully commit or give 100% to one thing is common when all of the sudden your identity - your career and being a parent - feel like they have been slammed together and the foundation has cracked. Our new normal has turned into a full on identity crisis, and managing to balance all of our responsibilities has become our most important challenge.

Below are a few strategies courtesy of the Anansi Moms to help you work from home, because this isn't your typical work from home situation. And to be honest, at this point, watch my kids, stay hydrated, not be broke, stay quarantined, find toilet paper, wash my hands and stop touching my face. any suggestions to make life run more smoothly are always helpful.

- **Read just your expectations:**
You aren't going to be able to have your ideal work at home situation. You will not be working at 100% and you will not be able to work a set schedule.
- **Work in short bursts:**
Grab those productive moments and work in chunks. You can also put Google docs on your phone so you can work and play with your child(ren).
- **Be gentle with yourself:**
There's a lot of emotions flying around right now but we are all in the same situation. Don't expect your A+ performance - a B- (even a solid C) is still a passing grade.

Remember, it's okay to put your child(ren) in front of the TV or hour or two while you work. It's okay to have them on that call with you.

If you don't have children, it's still okay to be stressed. We are all there and we are all doing our best with our new normal.

help you work from home
Me trying to work from home,
to be honest, at this point,
watch my kids, stay
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The Question is: Why Aren't You Using Google Keep?

For all of you who have not discovered this handy syncing notepad that connects to Google Drive, you are missing out. Google Keep allows you to quickly take and save notes, photos, voice memos, and checklists to Google Drive, and then access them again on any other internet-connected device that you use. It is absolutely ideal for anyone who appreciated the simple, fast note-taking tools or to-do apps, or for those who pin those post it notes to your desktop.

The interface itself is colorful and easy to use. The colors themselves are actually organization tools that make it easy to tell your personal notes apart from your work-related ones, or your family-related ones, and so on.

Google Keep makes getting into your regular workflow easy, regardless of whether you prefer taking notes on your desktop, laptop, phone, or tablet. Bottom line? If you're not using a syncing not-taking app yet, or if you're using Google Tasks, or if you're using digital post its on your desktop, and Google Chrome is your default browser, Keep could be the productivity and organizational tool for you. The features that make Google Keep a winner:

Google Keep is fast regardless of device.

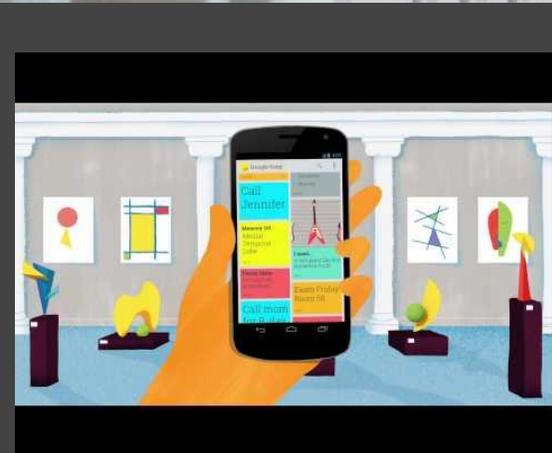
Google Keep's voice notes are better than the competition.

Google Drive syncing means that your data is portable.

Google Keep's webapp is fast, minimal, and functional.

Search and archive make organization crazy simple.

Google Keep's homescreen widget is awesome.



<https://youtu.be/UbvKHEDvw-o>

CDC TIPS FOR CORONAVIRUS PREVENTION

To help prevent the spread of COVID-19, everyone should:

- Clean your hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people (at least 6 feet).
- Cover your mouth and nose with a mask when around others.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces daily.
- CDC recommends that people wear masks in public settings and when around people outside of their household, especially when other social distancing measures are difficult to maintain.
- Masks may help prevent people who have COVID-19 from spreading the virus to others.



HOW TO GET TESTED FOR COVID-19

Who should get tested for COVID-19?

- People who have symptoms of COVID-19
- People who have had close contact (within 6 feet of an infected person for at least 15 minutes) with someone with confirmed COVID-19
- People who have been asked or referred to get testing by their healthcare provider or [RUHS Public Health](#)

What should you do if you test positive for COVID-19?

- Self-quarantine/isolate at home, *pending test results*
- Self-quarantine/isolate at home to [protect others from illness](#), if you test positive for COVID-19
- Follow the advice of your health care provider or an [RUHS Public Health](#) professional

What does it mean if you test negative for COVID-19?

- If you tested negative for COVID-19, you probably were not infected at the time your sample was collected. The test result only means that you did not have COVID-19 at the time of testing. Continue to take steps to [protect yourself](#).

What you need to know about COVID-19 testing:

- Open to anyone, with or without symptoms.
- No out-of-pocket costs to individuals
- Have health insurance information on-hand, but;
- Individuals will not share any costs or copay.
- Testing is still offered if health insurance info is not provided.



As we enter into 2021, we wanted to take a moment to express our heartfelt gratitude to our members. This has been a challenging year filled with frustration and loss. As time goes on with an uncertain future, the challenges may be felt even more intense. Please know that there is always someone to speak and connect with during these times.

The following resources are available to you at any hour and at any day of the week:

- **CARES Line (800) 706-7500**
- **Suicide Lifeline (800) 273-8255**
- **24/7 Mental Health Urgent Care (951) 509-2499**

Please be aware of the following behaviors and comments may result in the need of accessing the above resources:

UNSAFE BEHAVIOR PATTERNS

- Substance use
- Self injury
- Withdrawal from daily activities, family, and friends
- Mentioning thoughts of ending life/ taking life.
- Talking about how their life does not matter

EXTERNAL FACTORS

- Changes in support
- Environmental changes
- Grief and loss



IF YOU NEED ASSISTANCE, PLEASE REACH OUT.

We wish you the best and we look forward to seeing you virtually at our next workshop!

YOUR MENTAL HEALTH MATTERS

EATING TO LIVE!

According to the *Dietary Guidelines for Americans 2015–2020*, a healthy eating plan:

- Emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products
- Includes lean meats, poultry, fish, beans, eggs, and nuts
- Is low in saturated fats, *trans* fats, cholesterol, salt (sodium), and added sugars
- Stays within your daily calorie needs



CILANTRO LIME TACOS

In a large bowl, whisk together lime juice, cilantro, garlic, cumin, olive oil, lime zest and season with salt. Add shrimp and cover with plastic wrap. Let marinate 20 minutes in refrigerator.

Make slaw: in a large bowl combine all slaw ingredients. Toss gently to combine and season with salt.

Make garlic-lime mayo: in a medium bowl, combine all ingredients. Whisk and season with salt.

Preheat grill or grill pan to medium heat. Grill shrimp until pink and opaque, about 3 minutes per side.

Build tacos: add a scoop of slaw, a few shrimp, and a drizzle of the garlic-lime mayo to each taco. Garnish with cilantro and serve.

INGREDIENTS

FOR THE TACOS

Juice of 3 limes
2 tbsp. freshly chopped cilantro, plus more for garnish
2 garlic cloves, minced
1/2 tsp. cumin
1 tbsp. olive oil
Zest of 1 lime
Kosher salt
1 lb. shrimp, peeled and deveined
8 Tortillas, warmed, for serving

FOR THE CABBAGE SLAW

1 c. shredded green cabbage
1/4 c. cilantro
1/4 red onion, thinly sliced
1/2 avocado, thinly sliced
Juice of 1 lime
1 tbsp. extra-virgin olive oil
Kosher salt

FOR THE GARLIC-LIME MAYO

1/3 c. Mayonnaise or Mexican Crema
2 tbsp. hot sauce
Zest of 1 lime
1/2 tsp. garlic powder
Kosher salt

Call for Nomination



This is the time of year RCAEOP members should be thinking about the future of the Association, its continued progress, and actively seek out members to nominate for office who will strive to work for RCAEOP's success.

Each member should seriously consider those well-qualified RCAEOP members who can be nominated to serve as a leader.

The following offices will appear on the 2021-22 ballot:

1st Vice President - Programs/in-Service
2nd Vice President - Membership
Secretary
Treasurer

To serve as an officer in RCAEOP, the candidate must be a member and possess the skills required to perform the duties of the office for which she/he is nominated. All terms are for one year. To nominate a qualified candidate, please verify her/his interest in service and inform the Immediate Past President and Nominations Chairman, Josh Reyna at jreyna@rusd.k12.ca.us.

Timeline:

Nominations will be accepted during the months of January, February and March of 2021. Nominations must be received prior to March 27, 2021.

Official Ballots will be mailed out to all RCAEOP members by April 30, 2021.

Results of the Election will be available and posted on the RCAEOP website by May 15, 2021.

The elected officers will be installed at the June 2021 Annual Installation Banquet or virtually online.

Job Descriptions:

- > President Elect represents the Association at all sponsored/hosted events and succeeds the office of President at the conclusion of the year. The President Elect is the main liaison between the RCAEOP Executive Board and our affiliate association.
- > 1st Vice President - Programs/In- Service is responsible for all programs for the Association. Suggested topics and speakers for the Association inservices shall be presented to the Executive Board in the August transition meeting. The 1st Vice President - Programs/In-Service works closely with the Publications Chairman to prepare in-service fliers.
- > 2nd Vice President - Membership is responsible for actively pursuing membership through recruiting new members and retaining the current members. This position also maintains a current membership list and processes all membership applications.
- > Secretary is responsible for keeping accurate records of the Association and Executive Board meetings and conducts all correspondence for RCAEOP.
- > Treasurer is responsible for depositing all funds, creating a budget and providing monthly reports to the Executive Board.