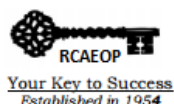


# Riverside County Association of Educational Office Professionals



## RCAEOP Communiqué

Volume 17 | Issue 1

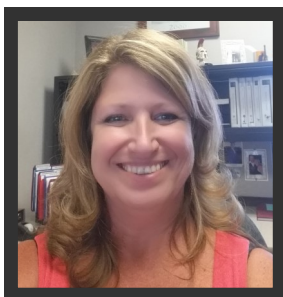
**"Unlock Your Professional Excellence With RCAEOP"**

### 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.

### 2015-2016 RCAEOP President's Message by: Lori Ortell

#### Unlock Your Professional Excellence With RCAEOP



When this newsletter reaches you, most of you will have returned from your summer break and are getting ready to start up the new year.

During the summer your Executive Board met to formulate a fair and equitable budget and planned for professional excellence workshops that will be informational, inspirational, and pertinent to what we do every day!

Workshops will occur during the months of October, December, April, and June. As details become available they will be passed on to you via our VP of Programs, Christine Harris along with our Promotions Chairman, Dawn Lawrence.

The two major events that everyone looks forward to is our Annual Bosses' Night and the Annual CAEOP Conference. Bosses' Night will occur during the month of May in 2016 and the 66th Annual CAEOP Conference will be held February 25-27, 2016 at the historical Queen Mary in Long Beach.

I was very pleased this past June to be installed as your President for the 2015-16 school year. We held the event at the beautiful Highland Springs Resort in Cherry Valley. There were over 30 members and guests who shared in the experience. Your support at the Installation Ceremony is evidence of your commitment to the great organization that is RCAEOP.

I see great things in the near future for RCAEOP and its members. With an Executive Board that is committed, enthusiastic, and ready to enter into the 21st Century of technology and professional growth, we can accomplish many things!

I look forward to serving you as your President and hope that I can do justice to this esteemed position.

I will leave you with a quote from one of my favorite leaders in the sports world, John Wooden:

**"Success is peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming."**

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## Riverside County Association of Educational Office Professionals



# ANNUAL BOSSES' NIGHT 2015

Lights, camera and action! This year the theme of the Annual Bosses' Night was old Hollywood glamour. Our leading gentlemen and starlets braved monsoon-like weather to honor our bosses on this very special occasion and award scholarships to much deserved future superstar students. The Annual bosses' night is an important event for bosses and employees to form bonds and get to know each other outside the office setting.

The Riverside County Association Educational Office Professional Administrator of the Year was awarded to Dr. Jonathan Greenberg, Superintendent of the Perris Union High School District. His dedication to the classified office professionals in his school district, continued support of RCAEOP and passion to encourage professional growth in his staff is what administrators across our county should strive for.



Dr. Jonathan Greenberg



Cyndee Amezcua



Cynthia English



Nick Hilton, Teresa West



Hemet High School Dance Team



CAEOP Executive Board

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# RCAEOP 2015-16 Board Installation

The Highland Springs Resort in Cherry Valley was the picturesque backdrop for the 2015-2016



RCAEOP Executive Board Installation and Professional Excellence Workshop. Cyndee Amezcua passed on the role of RCAEOP President onto Lori Ortell, Perris Union High School District Executive Assistant to the Superintendent. Lori promised a memorable year of excellent professional development workshops, to honor the traditions of RCAEOP and fun-filled events that would boost membership in our local charter.

Lori introduced her executive board and committee chairs which included:

Xochitl Trujillo, Cyndee Amezcua, Cynthia English, Anna Fetzner, Christine Harris, Malana Cove, Linda Rush, Sharon Callahan, Sofia Rubio, Viveca Marin, Robin Lappert, Sylvia Ortiz, Dawn Lawrence, Sonia Rezkalah and Juno Fernandez. Their roles and contact information are posted on the last page of this newsletter.

Along with the installation of her new executive board and committee chair members, Lori also provided the guests with an enlightening professional development workshop. Tonya Davis, Perris Union High School District Executive Director of Human Resources, presented the attendees with the "Working with all Personality Types—Feeling the Love All the Time" workshop. Tonya covered the importance and role of Emotional Intelligence in the workplace. The workshop gave insight on how to create positive working relationships with co-workers and how to further our careers by utilizing emotional intelligence to our advantage.

Congratulations to our new RCAEOP president, Lori Ortell and our members will eagerly await where her leadership will heighten the organization.



# Riverside County Association of Educational Office Professionals



Your Key to Success

*Established in 1954*

Professional *Excellence* Workshop  
Hosted by Perris Union High School District



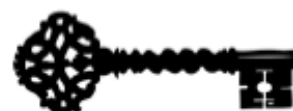
## The 5 Languages of Appreciation in the Workplace

Presented by Nick Newkirk, Purchasing Agent  
Perris Union High School District

Newkirk is truly one of those employees that knows how to show appreciation to not only those who work with him, but also to anyone he comes in contact with. Want to know his secret? Join us on October 14th as he covers topics such as: Ways to increase your understanding of other's differences; How to create a more enjoyable work environment; Building more positive relationships within your office; and much more!

Date: **October 14, 2015**  
Location: Perris Union High School District, Student Services Center, 1151 N. "A" Street, Perris, CA 92570  
Cost: \$18 Members, \$20 Non-members  
Agenda: Registration / Social Networking ..... 5:30-6:00 pm  
Dinner ..... 6:00-6:30 pm  
Presentation..... 6:30-7:30 pm

Riverside County Association of  
Educational Office Professionals



**Your Key to Success**

*Established in 1954*

**Save the Dates and Mark Your Calendar!**

Details will be published soon—the 2015-16 year in RCEOP promises to be very exciting and you won't want to miss any event!! For Registration Information, you may contact Viveca Marin at [viveca.marin@puhsd.org](mailto:viveca.marin@puhsd.org) or Robin Lappert at [rlappert@beaumontusd.k12.ca.us](mailto:rlappert@beaumontusd.k12.ca.us).

**October 14, 2015**

Professional *Excellence* Workshop

Location: Perris Union High School District, 1151 N. "A" Street, Perris, CA 92570

*"The 5 Languages of Appreciation in the Workplace"*

5:30 p.m. Registration, 6:00 p.m. Dinner, 6:30—8:00 p.m. Workshop

**December 2, 2015**

Professional *Excellence* Workshop

Hosted by Perris Union High School District

*Topic / Location soon to be announced!*

5:30 p.m. Registration, 6:00 p.m. Dinner, 6:30—8:00 p.m. Workshop

**February 25-27, 2016**

66th Annual CAEOP Conference

Queen Mary, Long Beach, CA

**April 13, 2016**

Professional *Excellence* Workshop

Hosted by Perris Union High School District

*Topic / Location soon to be announced!*

5:30 p.m. Registration, 6:00 p.m. Dinner, 6:30—8:00 p.m. Workshop

**May 5, 2016**

Annual Bosses' Night and Scholarship Awards

Monteleone Meadows, 35245 Briggs Rd, Murrieta, CA 92563

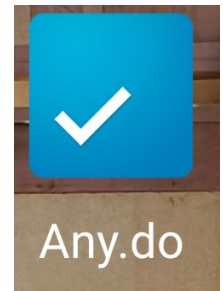
5:30 p.m. Social, 6:30 p.m. Dinner, 7:15 p.m. Program

## *Tips, Resources for Office Professionals*

### **Hot productivity APP Any.do**

Is your life hectic and are work projects piling up? Any.do can get you back on track. Any.do is simple and easy to use. This handy app can be used to log in personal tasks, work project, a grocery list, that best-seller book you've been waiting to read or that dream trip you would like to take some day. Any.do was named as The New York Times Top 10 Must Have App and is friendly across Apple or Android smart phones/devices. For more information, check out their information on their website or search for it in the Apple Store or Play Store.

Website: <http://www.any.do/>



### **How to be more efficient & get things done**

We've all been there. There's a million things to do at work or even at home, so where do you start?

Hopefully these tips can help you become more productive at the work place.

- 1) Plan - Plan out your day in 10 minutes. It sounds simple enough, once you have a plan of attack, you can target the things that need to get done. Just take a few minutes to write your tasks down on a piece of paper or even on your favorite app and start crossing those items off your list once it is done.
- 2) Allocate - Once you have everything planned out, allocate a certain amount of time to do each task and move on to the next one. Don't get stuck working on the same project while other tasks that can be accomplished quickly go unfinished. Also e-mail can be a source of time wasted, spend a certain amount of time on e-mails and move on.
- 3) Step away - Take your lunches away from your desk, stretch and walk around during your breaks. Keep hydrated and take breaks from looking at the computer screen to avoid eye issues later down the line.

## Executive Board Member and Chair Articles

Dear Members & Friends,

I am excited to be the new editor for the RCAEOP Communique. Special thanks to Debbie Hansen for her years of dedication as editor of this award winning newsletter. I hope to continue the spirit of the RCAEOP Communique Newsletter.

The RCAEOP Communique Newsletter will be interactive and linked to our new website [www. rcaeop.org](http://www.rcaeop.org). Readers will be able to click the hyperlinks to see more pictures or articles in depth. Also, I would like the readers to submit ideas and topics that they would like covered in the newsletter. The Communique will not only be a media to share information, but also ideas with members in Riverside County. I'm very excited about this year and can't wait to hear feedback from our members.

-Editor: Juno Fernandez

# Membership Report

## New Members

By: Mahlana Cove, 2nd Vice President—Membership

We would like to welcome our new members that have recently joined.

- |                  |                                   |
|------------------|-----------------------------------|
| • Astrid Jimenez | Perris Union High School District |
| • Alice Kelly    | Perris Union High School District |
| • Tena Leavitt   | Hemet Unified School District     |
| • Rosy Martinez  | Beaumont Unified School District  |
| • Susan Smyth    | Perris Union High School District |
| • Lisa Tarrats   | Beaumont Unified School District  |
| • Cheryl Tudyk   | Hemet Unified School District     |
| • Ramona Widman  | Hemet Unified School District     |



### **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:

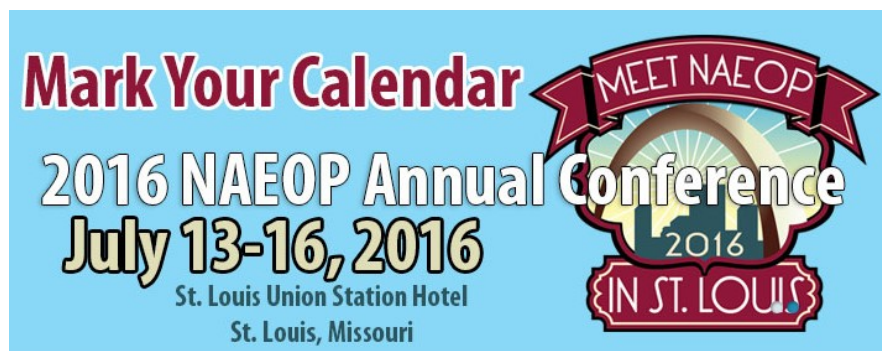
[www.caeop.org](http://www.caeop.org)



### **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)

**Save the date!**



# Riverside County Association of Educational Office Professionals



## R.C.A.E.O.P. MEMBERSHIP FORM

July 1, 2015 through June 30, 2016

Membership:      New \* \_\_\_\_\_      Renewal \_\_\_\_\_

Member name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

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

Work site address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Home address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Work phone # \_\_\_\_\_ Ext: \_\_\_\_\_

Home phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

### ANNUAL MEMBERSHIP DUES (circle your choice):

**\$20.00 includes membership pin**

**\$15.00 (no pin)**

Please make check payable to **RCAEOP**. Send check & this form to Mahlana Cove,  
Administrative Assistant, Beaumont U.S.D., 350 Brookside Ave., Beaumont, CA 92223.  
Phone: 951-797-5330; email: [mcove@beaumontusd.k12.ca.us](mailto:mcove@beaumontusd.k12.ca.us)

By becoming a member, you will receive a reduced price for RCAEOP in-services throughout the year. If you recruit four new members this year, you will receive a free membership next year.

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

Memberships ☐      Programs ☐      Promotions ☐      Scholarships ☐

## Riverside County Association of Education Office Professionals

### Executive Board 2015-2016

Position	Name	Contact Information
President	Lori Ortell	lori.ortell@puhsd.org
Immediate Past President Promotions Co-Chairman	Cyndee Amezcua	camezcua@hemetusd.org
President-Elect Website Chairman Historian / Photographer Co-Chairman	Xochitl Trujillo	xochitl.trujillo@puhsd.org
1st Vice President — Programs / In-Service	Christine Harris	christine.harris@puhsd.org
2nd Vice President —Memberships	Mahlana Cove	mcove@beaumontusd.k12.ca.us
Secretary	Cynthia English	cenglish@beaumontusd.k12.ca.us
Treasurer	Anna Fetzner	anna.fetzner@puhsd.org
Hospitality Chairman	Viveca Marin	viveca.marin@puhsd.org
Hospitality Co-Chairman	Robin Lappert	rlappert@beaumontusd.k12.ca.us
Promotions Chairman	Sylvia Ortiz	sortiz92544@yahoo.com
Scholarships/Awards Chairman	Sarah Rico	sarah.rico@puhsd.org
Scholarships/Awards Co-Chairman	Sonia Rezkalah	sonia.rezkalah@puhsd.org
Historian / Photographer Chairman	Sofia Rubio	sofia.rubio@puhsd.org
Newsletter Chairman "Communique"	Juno Fernandez	juno.fernandez@puhsd.org
Publications	Dawn Lawrence	dlawrence@sanjacinto.k12.ca.us
Auditor Chairman Presidential Advisor	Linda Rush	lrush13@roadrunner.com
Auditor Co-Chairman	Sharon Callahan	tacoma1@msn.com