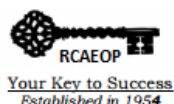


Riverside County Association of Educational Office Professionals



RCAEOP Communiqué

Volume 18 | Issue 3 | Summer 2017

"Grow and Become Innovative 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.

2016-2017 RCAEOP President's Message by: Xochitl Trujillo

Become Innovative and Grow Professionally With RCAEOP



I'm happy to say that it was an honor to have served as the RCAEOP President for the 2016-2017 school year. I was very fortunate to have worked with such talented board members this year. We sure came together as a team and in return had great workshops throughout our school Districts.

Thanks to all our board members for the positive turnouts at each and everyone of our workshops. Our last workshop of the year was "Emotional Intelligence for Working in Teams." It was held at Hemet Unified High School District and I am happy to say we had 45 people in attendance. We received so many positive comments on all our workshops. We saw many new faces this year and hope to continue to see many more.

To end with a high note, we held our Bosses' Night at Monteleone Meadows. Once again we were able to raise enough money to offer three (3) \$1,000 scholarships to our students. We also had an awesome performance from the Hemet High School Dance Team. We had an amazing turnout

and received a good amount of positive remarks.

I would like to welcome Mahlana Cove as our President for the 2017-2018 school year. I wish her a very successful and fun year. Her installation will be held at Rick's Desert Grill in Palm Springs on June 16, 2017. She will be sending out all the details soon.

Please save the date on the upcoming CAEOP 68th Annual Conference. It will be held in Santa Maria on March 8-10, 2018.

It was a pleasure to have served as President of RCAEOP. Thank you all for all your support and guidance.

Inside this Issue

- ◇ Page 1
President's Message
- ◇ Page 2 & 3
Bosses' Night & Installation Reception 2017
- ◇ Page 4 & 5
CAEOP Conference
- ◇ Page 6 & 7 February & December Workshops
- ◇ Page 8 & 9
Tips, Resources & Recipe
- ◇ Page 10 & 11 & 12
Save the Date, CAEOP/NAEOP



Website: www.rcaeop.org

Follow us on Twitter

Follow @rcaeop

Bosses' Night 2017



RCAEOP Office Professional of the Year
Anna Fetzner, Administrative Assistant (left)
Perris Union High School District



RCAEOP Administrator of the Year 2017
Natalie Ruddell, Coordinator of Digital Learning
Hemet Unified School District



RCAEOP Scholarship Winners 2017

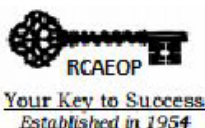
RCAEOP Bosses' Night 2017 was held at Monteleone Meadows. The theme of the night was Casino Night and the office professionals in attendance went all in to thank their boss for their continued support in their professional growth. 3 deserving Riverside County students received scholarships and awards were distributed throughout the evening.



Various attendees of the Bosses' Night



Hemet High School Dance Team
Entertained the crowd.



Riverside County Association of Educational Office Professionals

Board Installation & Professional Excellence Workshop

Special Guest Speaker: Mr. Tony Knapp, Assistant Superintendent
Beaumont Unified School District



www.rcaeop.org



Where: Rick's Desert Grill
1956 N. Palm Canyon Drive, Palm Springs, CA

When: Friday, June 16, 2017

Cost: \$25.00 Members & Non-Members (tax and gratuity)

Agenda: Registration/Social Networking	5:30 - 6:00 p.m.
Dinner	6:00 - 7:00 p.m.
Installation	7:00 - 8:00 p.m.

Dinner will be your choice of one of the following plates listed below:

1. Pork tacos or sliders w/Caribbean rice and black beans
2. Salmon w/mixed vegetables and Caribbean rice and black beans
3. Media Noche (Cubano pork) w/Caribbean rice, black beans and sweet plantains
4. Turkey dinner w/sage dressing, mashed potatoes and mixed vegetables

All dinners include: soup or salad and fountain drinks/iced tea/coffee

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

(Any cancellations after June 12, 2017 are non-refundable)

The Riverside County Association of Educational Office Professionals and its officers assume no responsibility for injury or damage to property by a member/guest of said association while engaged in association activities.

Please detach and return this registration form along with your check (no purchase orders) made payable to **R.C.A.E.O.P.** and send to: **Mahlana Cove**, Beaumont Unified School District, 350 W. Brookside, Beaumont, CA 92223. For questions, please contact Mahlana at mcove@beaumontusd.k12.ca.us or (951) 845-1631 ext. 5330.

Name: _____ Phone #: _____

Guests' Name(s): _____ Email: _____

District: _____ Site/Dept: _____

Amount Enclosed: \$ _____ Member: Yes: _____ No: _____

Dinner choice: 1 _____ 2 _____ 3 _____ 4 _____

Deadline for Reservations: June 12, 2017

CAEOP Conference

The CAEOP Conference 2017 was held at the Lake Arrowhead Resort and Spa in Lake Arrowhead, CA. Many dynamic speakers inspired our office professionals seeking growth and networking with other office professionals across California



RCAEOP members at CAEOP Conference



Lori Ortell, CAEOP President 2017-2018 & CAEOP Office Professional of the Year 2017 with Christine Harris, CAEOP President 2016-2017.

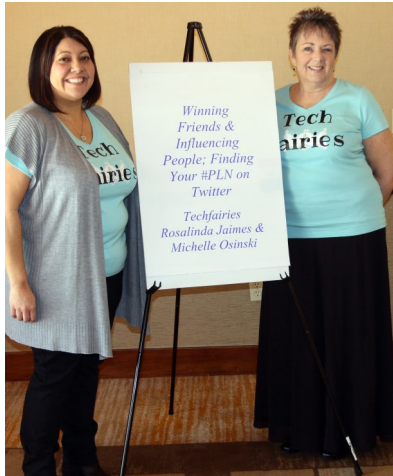


(Center)

Candace Reines, Perris Union High School District
Assistant Superintendent of Business Services,
CAEOP Administrator of the Year 2017



Deirdre Edwards presenting "Step Into Your Greatness"



Tech Fairies Rosalinda Jaimes & Michele Osinski



Saneliso Muringani (Dress for Success)



Attendees participating in The Healing Power of Art with Martha Chapa & Tania McLean-Nicholas, Perris Union High School District



CAEOP Newsletter Contest 2017 winner, Juno Fernandez , RCAEOP Communique Editor



Wendy Heslink NAEOP President 2016-2017 with the 5K runners.

RCAEOP Workshops

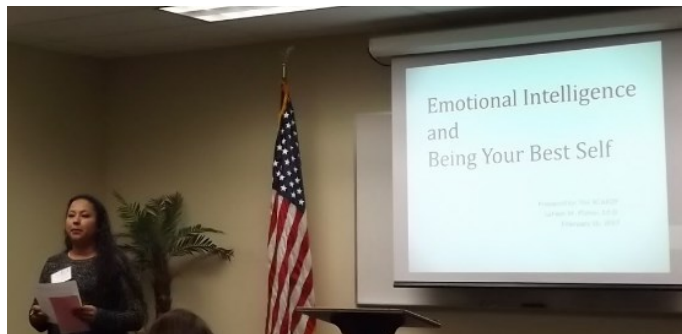
Emotional Intelligence Workshop



Dr. LaFaye Platter

On Wednesday February 16, Dr. LaFaye Platter, Deputy Superintendent Human Resources for the Hemet Unified School District presented Emotional Intelligence and Being Your Best Self. Her presentation centered on how to be mindful of others while working in a school team environment.

Her wealth of experience and knowledge was very much appreciated by the attendees.



Xochitl Trujillo



Various workshop attendees engaged in professional development

Social Media 101 Workshop



Xochitl Trujillo, Russell Henderson, Joseph Williams

On December 14, Joseph Williams, Executive Director of Technology for the Perris Union High School District, delighted guests with new technological tools that they could use to boost their social media presence. Russell Henderson also presented information regarding social media sources such as Facebook, Twitter and Instagram. The PUHSD tech team gave hands on training on how to set up their social media accounts and get them started.

Social Media is a great way to communicate and highlight the achievements of the students attending our school, which was the take away message from this workshop.



Various workshop attendees networking & updating their tech knowledge



Joveetha Koshy Thomas & the all-star PUHSD tech guys

Tips, Resources for Office Professionals



Quick Tech Tips

- 1) Get that closed tab back! If you accidentally close out a web browser tab press "Control" "Shift" & "T" keys to reopen that tab.
- 2) On You Tube, you can use "K" to play or pause the video, "J" to rewind 10 secs and "L" to fast forward.
- 3) Zoom in or out while in your web browser by hitting "Control" + to zoom in or "Control" - or "Control" 0 to set it to default zoom.

*Substitute "Control" with "Command" if you are using a Mac

Hot APP: Expensify



Maintaining a budget or tracking expense can be difficult for an office professional, but there is an app that could be a solution. Expensify is an app that allows you to categorize, tag, and group expenses into a report. The SmartScan feature scans your receipt and reads the details for you making it a snap to get that business reimbursement for yourself or even your boss.

For more information, check out their information on their website or search for it in the Apple Store or Play Store.

Website: <https://www.expensify.com>



Recipe

Contributed by Juno Fernandez

From: Allrecipes.com



Pesto Chicken Florentine



Prep
20 m

Cook
35 m

Ready In
55 m

Recipe By: MINERFAMILY

"Extremely rich combination of chicken, spinach and creamy pesto sauce. Serve with crunchy bread and romaine salad--it's the best!"

Ingredients

2 tablespoons olive oil	1 (4.5 ounce) package dry Alfredo sauce mix
2 cloves garlic, finely chopped	2 tablespoons pesto
4 skinless, boneless chicken breast halves - cut into strips	1 (8 ounce) package dry penne pasta
2 cups fresh spinach leaves	1 tablespoon grated Romano cheese

Directions

- 1 Heat oil in a large skillet over medium high heat. Add garlic, saute for 1 minute; then add chicken and cook for 7 to 8 minutes on each side. When chicken is close to being cooked through (no longer pink inside), add spinach and saute all together for 3 to 4 minutes.
- 2 Meanwhile, prepare Alfredo sauce according to package directions. When finished, stir in 2 tablespoons pesto; set aside.
- 3 In a large pot of salted boiling water, cook pasta for 8 to 10 minutes or until al dente. Rinse under cold water and drain.
- 4 Add chicken/spinach mixture to pasta, then stir in pesto/Alfredo sauce. Mix well, top with cheese and serve.

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SAVE THE DATE

California Association of Educational Office Professionals

68th Annual Conference



Stay the Course with CAEOP

Wendy Heslink, CEOE
2016-2017 NAEOP President



2017 NAEOP Annual Conference and Institute
Greenville, SC
July 12-15



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

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



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

Riverside County Association of Education Office Professionals

Executive Board 2016-2017

Position	Name	Contact Information
President	Xochitl Trujillo	xochitl.trujillo@puhsd.org
Immediate Past President	Lori Ortell	lori.ortell@puhsd.org
President-Elect 2nd Vice President —Memberships	Mahlana Cove	mcove@beaumontusd.k12.ca.us
1st Vice President — Programs / In-Service	Ruby Martinez	rmartinez@hemetusd.org
Secretary	Sarah Rico	sarah.rico@puhsd.org
Treasurer	Anna Fetzner	anna.fetzner@puhsd.org
Auditor	Linda Rush	lrush13@roadrunner.com
Hospitality Chairman	Rose Cook	rose.cook@puhsd.org
Hospitality Co-Chairman	Robin Lappert	rlappert@beaumontusd.k12.ca.us
Promotions Chairman	Sylvia Ortiz	sortiz92544@yahoo.com
Scholarships/Awards Chairman	Debbie Hansen	dnagel@hemetusd.org
Scholarships/Awards Co-Chairman Promotions Co-Chairman	Cyndee Amezcua	camezcua@hemetusd.org
Historian / Photographer Chairman	Sofia Rubio	sofia.rubio@puhsd.org
Historian / Photographer Co-Chairman	Sharon Cortez	sharon.cortez@puhsd.org
Newsletter Chairman "Communique" Website Co-Chairman	Juno Fernandez	juno.fernandez@puhsd.org
Publications	Adrienne Bridges & Helen Stimach	adrienne.bridges@puhsd.org & helen.stimach@puhsd.org
Presidential Advisor	Claudia Jauregui	cjauregui@mvusd.org
Website Chairman	Joveetha Thomas	joveetha.thomas@puhsd.org