

2018-2019 RCAEOP President's Message by: Cyndee Amezcua

"Help Grow Tomorrow's Leaders with RCAEOP"



As we wrap up the year, I would like to start off by thanking my RCAEOP Board Members for all the support they have given me since my Installation in July. We started off the RCAEOP year with great workshops such as "The Outward Mindset" in October, "Know Your Why" in December and we hope to continue the momentum for next year.

The RCAEOP bosses' night took place on April 25, 2019 at Monteleone Meadows. The speaker for the evening was Terrence Davis, Superintendent of Beaumont Unified School District. He challenged our office professionals to provide "magical" customer service to the communities that we serve just like the Disney Way.



The RCAEOP Educational Administrator of the Year was Nereyda Gonzalez, Director of Secondary Education, from Hemet Unified School District. The RCAEOP Educational Office Professional of the Year was Xochitl Trujillo, Administrative Assistant, from Perris Union High School District. Five \$500 scholarships were awarded to the deserving students that won across Riverside County.

RCAEOP is very excited to announce that the excellence workshop and installation dinner for Josh Reyna, our incoming President will take place on Thursday, June 13, 2019 at Canyon Crest Country Club. Registration information is available on page 4 on the newsletter and on our website.

I would like to thank our members and administrators that support RCAEOP. Please remember that... "You are the Key to our Success" because without YOU, we would not be a success!

- Cyndee Amezcua

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Find us on
Social Media!

Website: www.rcaeop.org



@RCAEOP

Our Mission

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.



RCAEOP Bosses Night—Disney Night

The RCAEOP bosses' night took place on April 25, 2019 at Monteleone Meadows and the theme for this year's bosses' night was Disney Night. Guests and members from across Riverside County donned their favorite Disney gear to celebrate the support that our bosses provide us in our professional growth.

The speaker for the evening was Terrence Davis, Superintendent of Beaumont Unified School District. He challenged our office professionals to provide "magical" customer service to the communities that we serve just like the Disney Way. The Hemet High School Dance Team provided the entertainment for the evening.



Speaker: Terrence Davis



Congratulations to the scholarship winners and their families!

The RCAEOP Educational Administrator of the Year was Nereyda Gonzalez, Director of Secondary Education, from Hemet Unified School District. The RCAEOP Educational Office Professional of the Year was Xochitl Trujillo, Administrative Assistant, from Perris Union High School District. Five \$500 scholarships were awarded to the deserving students that won across Riverside County.

The scholarship winners were:

Cemira Thurmond — Beaumont High School —
Beaumont Unified School District

Miaya Serrato — Hemet High School —
Hemet Unified School District

Jazmin Lopez — Elsinore High School —
Lake Elsinore Unified School District

Andrew Gonzalez — Tahquitz High School —
Hemet Unified School District

Iqra Naz — Perris High School —
Perris Union High School District

RCAEOP Bosses Night—Disney Night Gallery Photo



The RCAEOP Educational Administrator of the Year
Nereyda Gonzalez, Director of Secondary Education,
Hemet Unified School District



The RCAEOP Educational Office Professional of the Year
Xochitl Trujillo, Administrative Assistant,
Perris Union High School District



Perris Union High School District
Educational Services Staff



Hemet Unified School District



Hemet High School Dance Team

For more Bosses' Night pictures please visit:
<http://www.rcaeop.org/bosses-night.html>

RIVERSIDE COUNTY ASSOCIATION
OF EDUCATIONAL OFFICE PROFESSIONALS

Excellence Workshop & Installation Dinner

THURSDAY, JUNE 13, 2019

Canyon Crest Country Club

975 COUNTRY CLUB DRIVE, RIVERSIDE, CA 92506

SPECIAL GUEST: *Diana Twiss*
Diana Twiss Coaching

Workshop: Well-being for the Office Professional

Diana brings her expertise of coaching and yoga to the realm of public education.
Come and learn best practices for maintaining balance in a demanding work environment.

RSVP: <http://bit.ly/RCAEOPInstallation>

DEADLINE TO REGISTER: JUNE 7

COST: MEMBERS & NON-MEMBERS \$35

REGISTRATION: 5:30 PM

DINNER: 6:00 PM

PROGRAM: 6:30 PM

PURPOSE & 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.

+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.

Your growth as a professional relies on your willingness to challenge yourself. Accept that challenge and let RCAEOP be the key to your success!

WHY JOIN

LEADERSHIP

Opportunities to acquire leadership skills working with highly motivated educational office professionals, role models, and mentors.

NETWORKING

Opportunities for interrelating with others who have common interests and concerns while gaining stature through the pursuit of professionalism.

MEMBERSHIP

ACTIVE - Professionals who engage in clerical, secretarial, accounting, or other types of office work in educational institutions, systems or organizations concerned with education in Riverside County.

RETIRED - For any retired educational office professional who has been a member of the Association.

LIFE - May be bestowed upon members in recognition of dedicated and exceptional service to the Association.

DUES - \$15; \$20 w/ pin
-\$3.00 of the fee is placed in the scholarship fund.
-Membership is tax deductible, and you will receive a reduced price for RCAEOP workshops and in-services throughout the year.



National & State-Level Educational Office Professional Affiliates



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.

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

2019 NAEOP Annual Conference

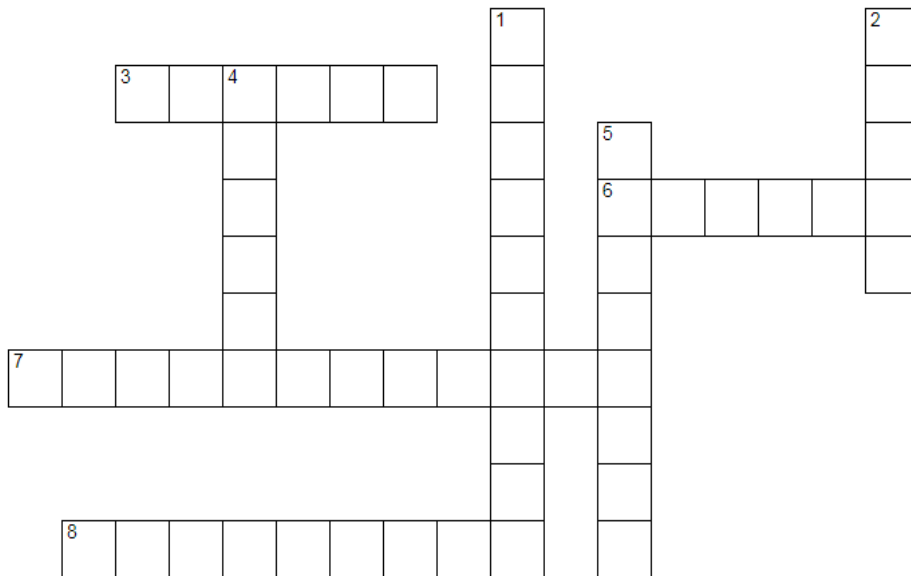
July 15-20, 2019
Boise, Idaho



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

RCAEOP Crossword



ACROSS

- 3 Another word for supervisors.
- 6 Building used as a place for commercial or professional work.
- 7 What RCAEOP provides each year to students in Riverside County.
- 8 What the R in RCAEOP Stands for.

DOWN

- 1 Name of RCAEOP's newsletter.
- 2 Drink this daily.
- 4 A place of learning.
- 5 A meeting at which a group of people engage in intensive discussion and activity on a particular subject or project.

Tips, Resources for Office Professionals

Tips on getting our desks organized

- ◆ Start and end your day by cleaning your area so that you can easily find things on your desk.
- ◆ Get rid of the clutter - It's okay to have a few items on your desk like a stapler or items that you commonly use, however avoid having too many personal items or knick-knacks on your desk to avoid looking cluttered.
- ◆ Try to maintain more electronic reminders instead of having a ton of post its or paper organizers filling your area. Save reminders on your electronic mail calendar or use the sticky notes app to save vital reminders in your computer.
- ◆ Try to make your processes more electronic to reduce the amount of paperwork that you have to store on your desk.
- ◆ File, shred and scan unneeded paperwork to keep your area tidy.



Health & Wellness

Importance of staying active as an office professional

by: Juno Fernandez

Taking our health for granted can take a toll on our bodies. As office professionals, we are often sedentary and not as active as we can be. At times, we are sitting at our desks for 6-8 hours at a time and never get up to take a stroll.

Here are some risk factors for having a sedentary lifestyle:

- ◆ Stress & lack of exercise can lead to high blood pressure, cardiovascular disease, decreased muscle/bone mass
- ◆ Inactivity can cause anxiety & depression.

Here are some steps we can take to overcome these risk factors:

- ◆ On our breaks, take a 10-15 minute walk around the office building or surrounding area.
- ◆ Have healthy snacks at hand and avoid eating fast food everyday.
- ◆ Commit to working out, mediating or doing something positive for your body 30 minutes or more a day.

Resources: <https://www.lifespanfitness.com/workplace>



Image obtained at

(<https://www.lifespanfitness.com/workplace/resources/articles/sitting-all-day-is-taking-a-toll-on-your-body>)



Recipe

Contributed by Juno Fernandez

From: Allrecipes.com



Busy Day Barbeque Brisket



Prep
10 m

Cook
8 h

Ready In
8 h 10 m

Recipe By: Shannon :)

"Brisket is rubbed with spices and liquid smoke and then cooked in a slow cooker with barbeque sauce until tender and juicy. This calls for just enough barbecue sauce for that smoky flavor while still allowing the flavor of the meat to come through. Hint: It's even better if you marinate it in the dry rub overnight."

Ingredients

- | | |
|---|---------------------------------------|
| 1 tablespoon dried thyme leaves | 1/2 teaspoon cayenne pepper |
| 1 tablespoon paprika | 1/2 teaspoon ground cumin |
| 2 teaspoons freshly ground black pepper | 3 pounds beef brisket, trimmed of fat |
| 2 teaspoons salt | 1/2 teaspoon liquid smoke flavoring |
| 1 teaspoon onion powder | 2 tablespoons Worcestershire sauce |
| 1/2 teaspoon garlic powder | 1 1/2 cups barbeque sauce |

Directions

- 1 Combine thyme, paprika, pepper, salt, onion powder, garlic powder, cayenne, and cumin in a small bowl; set aside. Rub brisket all over with liquid smoke, then rub with spice mixture.
- 2 Pour Worcestershire and barbeque sauces into a slow cooker; place beef on top. Cover, and cook on LOW 8 to 10 hours, until fork tender.

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2018-19 Executive Board

President- Cyndee Amezcua
Hemet Unified School District

Past President - Mahlana Cove
Beaumont Unified School District

President-Elect - Josh Reyna
Riverside Unified School District

1st V.P. of Programs - Martha Torres-Velasquez
Heme Unified School District

2nd V.P. of Membership - Sarah Johnson
Hemet Unified School District

Secretary - Anna Fetzner
Perris Union High School District

Treasurer - Jennifer Ellis
Beaumont Unified School District

Hospitality Chairman - Rose Cook
Perris Union High School District

Promotions Chairman - Irene Mendoza
Beaumont Unified School District

Promotions Co-Chairman - Sylvia Ortiz
Hemet Unified School District

Scholarship/Awards Chairman - Debbie Hansen
Hemet Unified School District

Scholarship/Awards Co-Chairman - Nellie Romero
Hemet Unified School District

Historian/Photographer - Sofia Rubio
Perris Union High School District

Newsletter Chairman/Website Co-Chairman - Juno Fernandez
Perris Union High School District

Publications Chairman - Teresa Garcia
Beaumont Unified School District

Auditor Chairman - Veronica Rangel
Perris Union High School District

Website Chairman - Xochitl Trujillo
Perris Union High School District

Presidential Advisor - Claudia Jauregui
Moreno Valley Unified School District