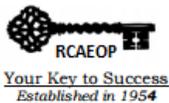


# Riverside County Association of Educational Office Professionals



# RCAEOP Communiqué

Volume 20 | Issue 1 | Winter 2018

**"Help Grow Tomorrow's Leaders 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.

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



Greetings to all as we head into this 2018 holiday season! This is a busy time of year for all of us and I appreciate everyone's dedication to Riverside County's future leaders. With our help, a few more children will be able to receive scholarships to colleges around the country.

I would like to start off by thanking my Board Members for all the support they have given me since my Installation in July.

We started of the RCAEOP year with a great workshop put on by our new President Elect, Josh Reyna titled 'The Outward Mindset' in October!

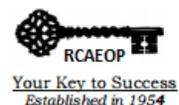
As we continue down our workshop path, the question remains: How do we encourage office professionals to excel in their jobs? Offer workshops that are more appealing and have a variety of different opportunities for our members and future members. Riverside County Association of Educational Office Professionals (RCAEOP) is very excited to announce the December workshop titled: "Know Your Why" presented by Dr. Martinrex Kedziora, Superintendent of Moreno Valley Unified School District. He is a wealth of knowledge and we are lucky enough to have him present! Again, I encourage you to maximize the value from your membership by taking advantage of our offerings and networking with your fellow professionals.

If you have any suggestions or have any questions please remember that the Board of Directors of RCAEOP is here to serve your needs as a member. Please remember that... "You are the Key to our Success" because without YOU, we would not be a success! Happy Holidays!

Cyndee Amezcua  
President, RCAEOP

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

**Follow us on Twitter**

Follow @rcaeop



**Presented by: Josh Reyna, Executive Assistant and Gallup Certified Strengths Coach  
Riverside Unified School District**

Date: Thursday, October 4, 2018  
Location: Riverside Unified School District – Conference Room 1  
3380 14<sup>th</sup> Street, Riverside, CA 92501



Josh Reyna

The Outward Mindset for the Office Professional Workshop took place Thursday October 4, 2018 at the Riverside Unified School District.

Josh Reyna provided professional development to various workshop attendees on how to hear and listen to others to evaluate their needs, objectives and challenges.



Various workshop attendees



# Upcoming Workshop



**Your Key to Success**  
Established in 1954

Riverside County Association of  
Educational Office Professionals

## KNOW YOUR "WHY" PRESENTED BY *Dr. Martinrex Kedziora, Ed.D*



IF YOU KNOW YOUR "WHY" YOU WILL FIGURE OUT THE "HOW"

DECEMBER 13, 2018

Location: Moreno Valley Unified School District  
25634 Alessandro Blvd., Moreno Valley, CA 92553  
Cost: \$18.00 Members & \$20.00 Non-Members  
Registration: 5:30 p.m.  
Dinner: 6:00 p.m.  
Presentation: 6:30 – 8:00 p.m.

RAFFLES, PRIZES, & ENTERTAINMENT BY  
*Canyon Springs High School Choir*

You May Register by Form or [Click Here](#) to Register Online

RCAEOP is collecting items for the Ramona Humane Society. If you would like to donate here are some examples from their Wish List.



Gift Cards to Home Depot, Lowes or Walmart; dry and canned dog/cat/kitten/puppy food; kitten and puppy milk replacer/bottles; chicken scratch (food); clorox bleach; clay cat litter; towels and small blankets; laundry and dish soap; paper towels; hand sanitizer (2 liter); exam gloves-all sizes; new 100ft. water hoses

Please detach and return this registration form along with your check (no purchase orders please) made payable to R.C.A.E.O.P. to: Rose Cook, California Military Institute, 755 North A St., Perris, CA 92570. For questions, please contact Rose at [rose.cook@puhsd.org](mailto:rose.cook@puhsd.org) or (951) 443-2731 ext. 35101.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Guest Name(s): \_\_\_\_\_ Email: \_\_\_\_\_  
District: \_\_\_\_\_ Site/Dept.: \_\_\_\_\_  
Amount Enclosed: \$ \_\_\_\_\_ Member: Yes \_\_\_\_\_ No \_\_\_\_\_

**RESERVATION DEADLINE: December 7, 2018**

(Any cancellations after December 7, 2018 are non-refundable)

**Each member in  
attendance will receive  
1.5 PIP points.**

*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.*

## *Tips, Resources for Office Professionals*



### **Writing An Effective E-mail**

Writing an e-mail to respond to our teachers, peers and community is a convenient method of communicating. Here are some tips for an office professional in regards to writing an effective e-mail:

- 1) Have a subject in the subject line so the reader knows what the topic of the e-mail will be. This will prime the reader to what the e-mail is going to be about and it will be helpful for them to search for it in the future if they need to refer to the e-mail again.
- 2) Check your grammar. Grammar is important so that the message is conveyed correctly.
- 3) Start with a greeting, end with a closing phrase. Begin your e-mails with phrases like: Dear, Good morning or To Whom it May Concern to give your e-mails a professional look. Closing phrases such as Sincerely or regards can also be used.
- 4) Have a co-worker review the e-mail. It is helpful to have a second eye to spot errors or to see if the e-mail has a good tone. Another person may interpret your e-mail as rude, so having a second person to give you their opinion is helpful.
- 5) DO NOT USE ALL CAPS. Using all caps is the same as yelling in the world of e-mails.
- 6) Keep it short and simple. The longer your e-mails are, the more likely either miscommunication will occur or your reader will lose interest. Never be afraid to pick up the phone and communicate with the person directly if the message seems complex or long.



Grammarly is a great tool to use to make sure that your grammar is correct while typing e-mails, reports and any written document. It is a free extension that can be add to Chrome browser. Check out the website for more details.

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



## Recipe

Contributed by Juno Fernandez

From: Allrecipes.com



### Apple Banana Cupcakes



Prep  
20 m

Cook  
25 m

Ready In  
45 m

*Recipe By:* Barbara

"This is a cupcake that smells as good as it tastes. It's an old Polish recipe from some of the best bakers in Milwaukee!"

#### Ingredients

2 cups all-purpose flour	1 1/4 cups white sugar
1 teaspoon baking soda	2 eggs
1 teaspoon salt	1 teaspoon vanilla extract
1/2 teaspoon ground cinnamon	1/4 cup buttermilk
1/2 teaspoon ground nutmeg	1 cup ripe bananas, mashed
2/3 cup shortening	2 apples - peeled, cored and shredded

#### Directions

- 1 Preheat oven to 375 degrees F (190 degrees C). Grease and flour 24 muffin cups, or use paper liners. Sift together the flour, baking soda, salt, cinnamon, and nutmeg. Set aside.
- 2 In a large bowl, cream together the shortening and sugar until light and fluffy. Beat in the eggs one at a time, then stir in the vanilla and buttermilk. Beat in the flour mixture, mixing just until incorporated. Fold in the mashed bananas and shredded apples. Fill each muffin cup half full.
- 3 Bake in the preheated oven for 20 to 25 minutes, or until a toothpick inserted into the center comes out clean. Allow to cool.

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## 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.



# Save the dates

## 2018-2019 Professional Excellence Workshop Dates

- December 13, 2018 - Know Your "Why"
- February 28, 2019 - CAEOP Conference 2019
- April 25, 2019 - Bosses' Night 2019



**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  
69<sup>TH</sup> ANNUAL CONFERENCE  
FEBRUARY 28-MARCH 2, 2019  
HYATT REGENCY, 11999 HARBOR BLVD., GARDEN GROVE, CA 92840

So much to see and do! Whether you are new to the office, or with years of experience you will want to attend. The networking, speakers and programs offered will provide training and inspiration for the continued success of today's educational office professional.



**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)

# 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