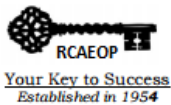


Riverside County Association of Educational Office Professionals



RCAEOP Communiqué

Volume 18 | Issue 1 | Fall 2016

"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

Fall has arrived and RCAEOP is geared for another year of exciting professional excellence workshops for our members. Become Innovative and Grow Professionally is our theme this year. I am a firm believer of work smarter, not harder by using the tools at our disposal.

Technology is constantly changing our world and in order to keep up with this rapid pace, we hope to offer our members workshops to grow in their skill sets with technology and to develop their leadership abilities as an office professional. There will be three workshops to look forward to in October, December and February.

This year, we have two fantastic major events this year that I would like to announce to our members, the CAEOP 2017 Conference and Bosses Night. The CAEOP 2017 Conference will take place at Lake Arrowhead Spa & Resort in March 8-12, 2017. Our Annual Bosses Night will take place in May 5, 2017 and I hope you can join us honor our bosses for their contribution in our professional development, in recognizing our office professional of the year along with providing scholarships to our students in the Riverside County.

We invite you to join us at our first professional excellence workshop for the year, "How to Dress For Success in the workplace" on Wednesday October 26, 2016 at Pinacate Middle School.

I am excited to see what the year will bring and hope our members become innovative and grow professionally with RCAEOP.



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Executive Board Members



Website: www.rcaeop.org

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Save the Date

Date	Event/Activity
October 26, 2016	Professional Excellence Work Shop Topic: How to Dress for Success Location: Pinacate Middle School MPR Registration: 5:30 pm Dinner: 6:00 pm
December 14, 2016	Professional Excellence Work Shop Topic: Social Media Location: TBD Registration: 5:30 pm Dinner: 6:00 pm Workshop: 6:30 pm—8:00 pm
February 2017	Professional Excellence Work Shop Topic: TBD Location: TBD Registration: 5:30 pm Dinner: 6:00 pm Workshop: 6:30 pm—8:00 pm

Riverside County Association of Educational
Office Professionals
“How to Dress for Success
in the Workplace”

Presented by Erika Tejeda-VanRensburg
Assistant Principal, Pinacate Middle School



Where: Pinacate Middle School ~Multipurpose Room
1990 South A Street, Perris, CA 92570

When: Wednesday, October 26, 2016

Cost: \$18.00 Members & \$20.00 Non-Members

Agenda: Registration/Social Networking5:30 – 6:00 p.m.
Dinner6:00 – 6:30 p.m.
Presentation 6:30 – 7:30 p.m.

Door Prizes

Wear your RCAEOP pin and receive an extra raffle ticket.

(Any cancellations after October 18, 2016 are non-refundable)

✂-----
Please detach and return this registration form along with your check (no purchase orders) 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 at rose.cook@puhsd.org or (951) 443-2731 ext. 35101.



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 2017-18 ballot:

- President Elect
- 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, Lori Ortell at lori.ortell@puhsd.org.

Timeline:

1. Nominations will be accepted during the months of January, February and March of 2017. Nominations must be received prior to **March 31, 2017**.
2. Official Ballots will be mailed out to all RCAEOP members by April 30, 2017.

3. Results of the Election will be available and posted on the RCAEOP website by May 15, 2017.
4. The elected officers will be installed at the June 2017 Annual Installation Banquet.

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 in-services 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.





Recipe

Contributed by Juno Fernandez

From: Allrecipes.com



Perfect Pumpkin Pie



Prep
15 m

Cook
55 m

Ready In
1 h 10 m

Recipe By: EAGLE BRAND(R)

"The one and only! EAGLE BRAND(R) makes this traditional dessert the perfect ending to a Thanksgiving feast."

Ingredients

- | | |
|----------------------------------------------------------|------------------------------|
| 1 (15 ounce) can pumpkin | 1/2 teaspoon ground ginger |
| 1 (14 ounce) can EAGLE BRAND(R) Sweetened Condensed Milk | 1/2 teaspoon ground nutmeg |
| 2 large eggs | 1/2 teaspoon salt |
| 1 teaspoon ground cinnamon | 1 (9 inch) unbaked pie crust |

Directions

- 1 Preheat oven to 425 degrees F. Whisk pumpkin, sweetened condensed milk, eggs, spices and salt in medium bowl until smooth. Pour into crust. Bake 15 minutes.
- 2 Reduce oven temperature to 350 degrees F and continue baking 35 to 40 minutes or until knife inserted 1 inch from crust comes out clean. Cool. Garnish as desired. Store leftovers covered in refrigerator.

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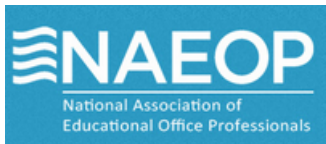


Take it to the next level!

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
Promotions Co-Chairman	Jennifer Scott	jscott@hemetusd.org
Scholarships/Awards Chairman	Debbie Hansen	dnagel@hemetusd.org
Scholarships/Awards Co-Chairman Promotions Co-Chairman	Cyndee Amezcua	camezcua@hemetusd.org
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Newsletter Chairman "Communique" Website Co-Chairman	Juno Fernandez	juno.fernandez@puhsd.org
Publications	Regina Castellano	rcastellano@mvusd.net
Presidential Advisor	Claudia Jauregui	cjauregu@hemetusd.org
Website Chairman	Joveetha Thomas	joveetha.thomas@puhsd.org