



Association of Educational
Office Employees (AEOE)

Serving the office
professionals of LAUSD
since 1928

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AEOE

5710 East Beverly Blvd
Los Angeles, CA 90022
323-725-7266
www.aeoe-laUSD.org

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AEOE CONNECTIONS

EDITOR: SUSAN BEASLEY

WINTER / JANUARY 2016

President's Message: "Moving Forward"

On behalf of the Executive Board, I would like to say Happy New Year!

We are an organization that has been serving educational office professionals, students, staff, and parents of the Los Angeles Unified School District for the past 88 years. It is truly an honor to be leading this great organization for one more year.

Like my predecessors, I enthusiastically embrace the role and responsibilities of President, and I will match their exceptional dedication and leadership.

We are so grateful for the 400+ members who are part of AEOE but we are always looking for new members. Our Board meets every other month on a Satur-

day, and invite anyone interested in AEOE to join us.

We are here to serve you. Our Professional Developments, Trainings, Open House events, and Conferences (CAEOP and NAEOP) will enhance your technical skills, as well as assist in your personal growth.

Browse our website at www.aeoe-laUSD.org and take advantage of the many benefits available to you.

The theme for this year is "Moving Forward". I am very excited to continue working together with our board in moving our association forward.

We would love to have you ...



your knowledge, your time, your talents, and bright ideas, to enhance our organization. We respect our past and we need YOU in our future.

My best wishes for a successful 2015-2016 school year.

Maria Sara Gonzalez
AEOE President

AEOE is making progress!

Susan Beasley came to AEOE two years ago with a fresh set of eyes. She had over 30 years of experience serving in the administrative field and has strong computer skills.

Susan's goal from the beginning has been to update the AEOE office and get us on the road of electronic mailings. She has been successful in updating old forms

and implementing new ideas. Susan has been working hard in building a member database. The goal for this new year will be to send out this newsletter and other correspondence to all members via email.

Please help! Please email Susan or Stella your current email address office.manager@aeoe.lausd.org This is her way of "moving forward".



OFFICE STAFF:
Stella Miyashiro and Susan Beasley
with Susie Martinez (Past President)
in the middle



Don't Wait to Continue your Education! Let us help you.

Tuition Reimbursement available for AEOE Members ... up to \$500 per year. Visit our website for details or call our office.

AEOE will also help with attending conference such as CAEOP or NAEOP (see next page).

You may also be entitled to tuition reimbursement through LAUSD (check the Personnel Commission webpage).

“Education is not filling a bucket, but lighting a fire”

William Butler Yeats

Dressing for A Promotion

According to recent survey by Huffington Post, “The Most Inappropriate thing to wear to the office” 82% voted exposed midriff (some other notables were spaghetti straps, sheer clothing, and workout gear).

We’ve all been told that it’s best to wear a suit in the Navy, Gray, or Black shades, but did you know that a contrasting blouse can have some significance: Yellow represents

Optimism & happiness, while Red implies ambition, but can also symbolize anger. Purple on the other hand implies balance.

Even in the most casual office, jeans and t-shirts are never acceptable and remember cleavage is never office appropriate. Keep hair, makeup and jewelry to a minimum .

If you join a new department, check and make sure you are

aware of their acceptable dress code. For more info on job classifications at LAUSD, see career planning guides in the Personnel Section.

(Michelle Dwyer, Demand Medic, The Nest)

“Dress shabbily, they notice the dress; Dress impeccably, they notice the women”

- Coco Chanel

AEOE’s Objectives

- To promote the general welfare and best interests of all classified employees in LAUSD.
- To maintain rapport and satisfactory working relationships with administration.
- To operate with integrity, honesty, and reason to gain recognition and improved conditions of employment for all educational office employees.
- To upgrade its members through continuing education and professional growth incentive programs.
- To increase efficiency, effectiveness, and personal satisfaction in service to the district and to youth.
- The educational office employee takes pride in the profession.

How we are giving back...



AEOE is proud to donate to Rainbow Pack, California Nonprofit Corporation with IRS 501(c)3 Tax ID #45-4648882. Started by Riley Gantt when she was 10 yrs old and saw a need. Starting out with providing backpacks to kindergarten at Haddon ES, in the past five years, they have provided over 9,000 backpacks to K-5 and added other elementary schools.

Mr. Jose Gonzalez, 4th grade teacher, at Eastman Elementary School was able to take three classes on a field trip to IMAX in Los Angeles, thanks to a generous donation from AEOE. The students sent the AEOE Board wonderful thank you cards.



Education and Networking Opportunities

**66th Annual
California Conference**
February 25-27, 2016
Queen Mary, Long Beach, California
“Fly as High as Your Dreams”



Learn from your peers and receive cutting-edge information from great keynote speakers, including the original “Freedom Writers” from Woodrow Wilson HS in Long Beach. Workshops will include Vision Boards and Google for Everyday Life.

You will enjoy the company of school district office professionals throughout California. Recognitions of members for their professional achievements and the annual administrator/office professional selectees and scholarship recipients will be honored.

Contact Lori Ortell, Conf Chair, at lori.ortell@puhsd.org or 951-943-6369 Ext. 80102 or see our website at caeop.org for details.

**82nd Annual
National Conference**
July 13-16, 2016
St. Louis, MO
“Meet NAEOP in St. Louis”



Take this opportunity to network with school district office professionals from all over the United States. Meet longstanding and new NAEOP members to share your successful actions and learn from their experiences.

This is a non-stop week of earning educational credits by learning from outstanding speakers, briefings, institutes, and recognition of members who have earned their professional standards certification. Plenty of fun activities and tours are planned.

Please contact Wendy Heslink, at wheslink@fcsd.wnyric.org or see NAEOP’s website for details.

Websites to Visit

Association of Educational Office Employees – Los Angeles (AEOE)

aeoe-lausd.org

California Association of Education Office Professionals (CAEOP)

caeop.org

Southwest Area Educational Office Professionals (NAEOP)

naeop.org/area_southwest.htm

National Association of Educational Office Professionals (NAEOP)

naeop.org

International Association of Administrative Professionals (IAAP)

iaap-hq.org

Personnel Commission Talent Acquisition & Selection Branch

lausdjobs.lausd.net

Personnel Commission Workforce Management Classified Training

classifiedtraining.lausd.net

*“You can
never be too
hurried or self
reliant to take
the time to
learn
something
new”*

We support LAUSD students



AEOE sent applications for our Annual Writing contest, to all LAUSD Middle and High School students. We will award

1st, 2nd, and 3rd place winners from entries received from schools. If you want more info, check out our website.

Deadline is March 5, 2016.



AEOE sent applications to all LAUSD Elementary Schools for our Annual Poster Contest. We will award 1st, 2nd, 3rd place winners from entries received from schools. The info is also on our website.

Deadline is March 5, 2016.



Finally, AEOE will be awarding (45) high school scholarships; along with (5) adult school seniors and (3) member’s children/grandchildren seeking to attend their college of choice. These scholarships are based on grade average and family financial need. Deadline is March 5, 2016.

Winners will be notified and invited to our Annual Awards Luncheon to be held Saturday, April 30, 2016.



AEOE

SERVING LAUSD CLASSIFIED EDUCATIONAL OFFICE PROFESSIONALS SINCE 1928



ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES – LOS ANGELES

AEOE / LOS ANGELES
5710 E. BEVERLY BLVD.
LOS ANGELES, CA 90022



Board of Directors 2015-2016

Event Calendar

Maria Sara Gonzalez, President
gonzalezmariasara3@gmail.com

Maria Moroyoqui, Treasurer
elvamoroyoqui@sbcglobal.net

Susie Martinez, CEOE, Immd Past President
susie.martinez@att.net

Stella Miyashiro, Retiree Rep
office.manager@aeoe-laUSD.org

Rosemary Duff, CEOE, 2nd Vice President
Rosemary.duff1@gmail.com

Vicky DeLeon, Member-At-Large
mvd6878@laUSD.net

Janet Davis-Sylvester, CEOE, Secretary
jansly@sbcglobal.net

Jill Everett, Member-At-Large
jilleverett77@gmail.com

February 25-27	CAEOP Conf/Queen Mary
March 5	Scholarship/Poster/Writing
March 26	AEOE Board Meeting
April 30	87th Annual Awards Lunch
May 14	AEOE Board Meeting
July 13-16	NAEOP Conf/St. Louis, MO

Membership Application for AEOE

Name: _____ Employee No. _____

Home Address _____ City: _____ Zip _____

Telephone: Work (_____) _____ Home or Cell: (_____) _____

Email Address: _____

Work Location: _____ District/Division: _____

Position: _____ Class Code: _____

Check One: Classified/Office \$50 Annually* Classified/Non-Office \$25 Annually* Certificated \$25 Annually*

* Payroll deduction is mandatory for 10 months

I would be interested in serving on a committee: Yes No

I would be interested in serving on the board: Yes No