



AEOE CONNECTIONS

ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES – LOS ANGELES

Serving LAUSD Classified Educational Office Professionals Since 1928

Winter, 2014
Rosemary Duff, Editor-in-Chief

WHAT'S THE BUZZ ALL ABOUT?

SPECIAL INTEREST ARTICLES:

- Giving and Receiving Acknowledgements
- Lead the Way to Becoming a Leader

HIGHLIGHTS:

Employee Discounts	4
Call to Action	4
Objectives	4
Calendar	5
Sponsorships	5
Networking	7



AEOE Mentors are from a wide variety of positions – schools and office personnel, fiscal specialists, teachers, and principals.

Follow us on
Facebook and Twitter



AEOE
5710 East Beverly Boulevard
Los Angeles, CA 90022
323.725.7266
aeoe-laUSD.net

Greetings, Classified Professionals,

We are so pleased to every person who has joined and supported AEOE throughout the years. Your generous contributions of time, ideas, and friendship benefit the association greatly.

Now for you, here are some benefits that you experience as a result of connecting with professional groups such as AEOE.

Qualifications: First, and perhaps most obvious, is that joining professional associations gives you more qualifications to list on your resume and curriculum vitae. Accordingly, it is also a great talking point in a job interview because it shows how you offer support in your chosen field beyond your normal work hours.

Exposure: Second, your connections to professional associations expose you to informative newsletters, conference opportunities, knowledgeable colleagues, connections with mentors and mentees, and the most accurate information about your career field.

Friendships: Third, your involvement with professional associations gives you the opportunity to meet others in your field who have similar experience, knowledge, and/or goals. It is always beneficial to have friends who understand the challenges and successes you experience on a daily basis at work.

Fulfillment: Fourth, AEOE helps so many classified professionals with career support, countless students with well-earned scholarships, and a plethora of workers who depend upon our skill set in the office. I hope you are enjoying being part of an association that recognizes your talents and brings joy to others.

In conclusion, all involvement with AEOE is much appreciated. We all have other commitments and circumstances that limit and/or maximize our free time, so feel free to modify your involvement to whatever suits your lifestyle and fulfills your spirit.

Rosemary Duff, CEOE
Immediate Past President

A few elementary student Awesome Artist Posters!



Beautiful Thank You from Grant ES for \$1,500 in school supplies.

Inspiring Moments



Board of Directors 2013-2014



Presenting a \$1,000 donation to LAUSD Homeless Education Unit.



Supporting the Holiday Food Drive with a \$500 donation to Friends of Safe Schools Los Angeles, the LAUSD School Police Association.



Board Member Steve Zimmer and School Educational Professionals at AEOE Holiday Mixer.



Eastman ES student thank you notes for sponsoring IMAX Theatre and Science Center trip.



Annual awards luncheon honoring high school and adult school academic scholarship recipients, middle and high school creative writers, and elementary awesome artists.

Giving and Receiving Acknowledgment at Work

Since we spend a significant part of our lives in the workplace, it is important to engage in meaningful work and get recognized for work well done.

Recognizing employees' successes will create a better workforce; accordingly, receiving recognition for doing a great job will increase job performance.

Basically, recognition is key no matter what position you hold at work. So, make a resolution to recognize others and do things that will get you the recognition you deserve!

Here are some tips to get you started:

Recognizing Others:

1. Send a weekly "Recognizing Your Efforts" email in which you list 5-10 observations of specific workers going above and beyond the call of duty.
2. Start an "Employee of the Month" program in which the winner gets a certificate of achievement, a small gift, and an extra perk.
3. Spice up your meetings by bringing small gifts to raffle off to workers who have excellent attendance or meet some other criteria.
4. Dedicate a wall to framed photos of your colleagues that include information about their accomplishments such as college degrees and special awards.
5. Each year, recognize an outstanding employee with a special luncheon.

Getting Recognized:

1. Publish your excellent work results in a tasteful way via a website, newsletter, email,

announcement, or poster. Do this on a regular basis.

2. Whenever you have a meeting, make sure to share an update of successes from you and/or your department when given the opportunity. Never miss a chance to shine!
3. Update your resume or curriculum vitae often so that you can track your accomplishments while becoming motivated to achieve even more success.
4. Use social media to your advantage. Start a Twitter, Facebook page, Tumblr, YouTube, or any other social media tool to share important information, updates, and successes. This documents your efforts while keeping people informed.
5. Dress for success every day and design your office space to reflect a successful career.
6. Professionally frame your diplomas and display your awards. Let people know you have a history of success, which you plan to continue.

These are just a few ways that you can get on the road to giving and receiving acknowledgement at work. Everybody wins when employees give and receive acknowledgment for doing an excellent job.

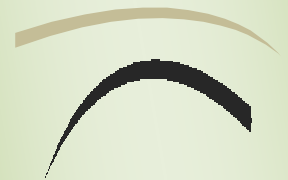
No matter what happens though, don't get discouraged and consider this wise advice from Abraham Lincoln: "Don't worry when you are not recognized, but strive to be worthy of recognition."

Rosemary Duff, CEOE



"Recognizing employees' successes will create a better workforce; accordingly, receiving recognition for doing a great job will increase job performance."

Rosemary Duff



"Whenever you have a meeting, make sure to share an update of successes from you and/or your department when given the opportunity."

Rosemary Duff



There are endless possibilities when working together!



GET EDUCATIONAL OFFICE PROFESSIONAL CERTIFICATION!

Every classified office and school professional is responsible for his or her career plan.

Here are two programs to become Certified Educational Office Professionals:

- CAEOP Professional Incentive Program (PIP)
- NAEOP Professional Standards Program (PSP)

Contact AEOE
Chairman:
Rosemary Duff, PIP
Janet Davis-Sylvester, PSP

Taking Advantage of Benefits & Discounts

Attending College Classes Nights & Weekends

AA Degree in General Education • BA Degree in Public Sector Management
MPA Degree in Public Administration
http://classifiedtraining.lausd.net/college_programs

Free Online Webinars

We are very fortunate to have many professional development opportunities with the district. Take some time to view online workshops, webinars, and training support provided by Organizational Excellence Workforce Management at www.oetraining.net. Many trainings can be done from your own computer.

Be sure to Google a topic you are interested in for great information and also watch YouTube for how-to-videos.

Using LAUSD Employee Discounts

Microsoft Office for \$9.95 for your home computer
Adobe Home Use Program
T-Mobile, Verizon, AT&T, and Sprint Wireless Services
Apple, Dell, and Lenovo Equipment
<http://askitd.net/discounts>

Curves \$44 per month
<http://lacurves.com/LAUSD.html>

Call to Action

- Reflect on your past, current, and future involvement with AEOE and share with us what you need and want from AEOE.
- Invite at least one classified professional to join you in AEOE membership and events.
- Consider joining or attending another professional association as well to expand your network and horizons. We recommend CAEOP, NAEOP, and IAAP, which has many local chapters. See page 7 for website address.

AEOE's Objectives

- To promote the general welfare and best interests of all classified employees.
- 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 and strives for a finer and more efficient service to education and to the community, endeavoring always to be a credit to the profession.
- The educational office employee values and maintains membership in local, state and national professional associations and participates in their activities, thereby enhancing the professional status of all educational office employees.

AEOE 2014 Calendar of Events

January 11, 2014	Regular Board Meeting, Contests Scoring, and Employees of the Year Scoring
January 15, 2014	NAEOP PSP and CAEOP PIP Applications Deadline
March 1, 2014	Scholarship Applications Deadline
March 13-15, 2014	64th California Association of Educational Office Professionals Conference, Pasadena, California
March 8, 2014	Regular Board Meeting and Scholarship Scoring
March 11, 2014	Continuing Scholarship Screening
April 20-26, 2014	Administrative Professionals' Week
April 23, 2014	Administrative Professionals' Day
April 26, 2014	85 th Annual Awards Luncheon at Quiet Cannon Restaurant
May 5-9, 2014	Teacher Appreciation Week
May 6, 2014	Teacher Appreciation Day
May 10, 2014	Regular Board Meeting and 2014 Planning Meeting
May 15, 2014	Election Ballots for 2014/2015 Mailed out
May 18-24, 2014	Classified School Employees Week
June 5, 2014	Election Ballots – Postmark Deadline 5:00 P.M.
June 12, 2014	Election Ballots – Counted
July 14-17, 2014	80 th National Association of Educational Office Professionals Conference, Portland, Oregon
August 16, 2014	Regular Board Meeting
September 20, 2014	86 th Installation Luncheon and Annual Business Meeting

Dates are subject to change. For further information, please call the AEOE office at 323.725.7266.

AEOE Sponsorships and Recognitions

- Awarded 43 high school scholarships in the amount of \$2,500 each
- Awarded 5 adult school scholarships in the amount of \$2,500 each
- Honored 18 poster and writing contest student winners
- Donated \$1,000 to LAUSD Homeless Program
- Donated \$500 to Friends of Safe Schools Los Angeles for food drive
- Donated \$500 to Rainbow Pack for elementary backpack homework supplies
- Donated \$1,500 worth of school supplies to Grant Elementary School
- Sponsored Eastman Elementary School field trip to IMAX Theatre and Science Center
- Sponsored CAEOP Conference Keynote Speaker
- Received NAEOP 1st place for website and for 2nd place for newsletter
- Received CAEOP 1st place for newsletter
- Board Member Rosemary Duff served as CAEOP President Elect

You're Invited!

Annual Awards Luncheon April 26, 2014

RECOGNIZING:
SCHOLARSHIP RECIPIENTS
ELEMENTARY AWESOME ARTISTS
SECONDARY CREATIVE WRITERS



HAVE A QUOTE BOARD IN YOUR OFFICE.



LET OTHERS POST ON IT TOO, MAKING IT A REVOLVING INSPIRATION BOARD.



“Effective leaders will continue gaining knowledge and skills through multiple avenues, which make them more successful in their position.”

Rosemary Duff



Waiting 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.

Lead the Way to Becoming a Leader

Being a leader doesn't come naturally to most people, but it is definitely something we can all nurture. No matter what position you currently hold or want, you can develop leadership skills that will make you a more valuable asset to your school or office and possibly get you that dream promotion.

Here are a few key leadership qualities and tips for developing them:

Confidence – Exude confidence in your attitude, your decision-making, and your overall demeanor. Gain that confidence by doing research, being prepared, and standing behind the best choices.

Timeliness – Maintain excellent attendance, arrive early, stay late, and gain the reputation of someone who is present, available, and willing to help.

Communication – People need a leader they can count on! Be a reliable communicator and send those emails, make calls, and give announcements as soon as you can. Others will appreciate you keeping them abreast of news.

Passion – An effective leader is passionate about their work's mission, and their positive energy inspires others. It will be evident that this person loves

what they do and will work diligently to support the company's goals.

Creativity – A true leader can think differently, implement radical changes, and transform the workplace in new and innovative ways. Leaders are pioneers who break convention and welcome healthy revolution!

Training – Continue your education, keep attending trainings, heed survey results about your performance, and seek out new learning experiences. Effective leaders will continue gaining knowledge and skills through multiple avenues, which make them more successful in their position.

Once you have grasped these aforementioned leadership qualities, think of new leadership traits you wish to master. Keep climbing that ladder of success by believing in yourself, dressing the part, dedicating your time to achieving excellence, and remembering that being a leader is a way of life that embraces continued education.

I shall conclude with the wise words of John F. Kennedy: “Leadership and learning are indispensable to each other.”

Rosemary Duff, CEOE

Board of Directors 2013-2014

Theme: Respect for the Past – Confidence in the Future

- Susie Martinez, CEOE, President.....susie.martinez@att.net
- Rosemary Duff, CEOE, Immediate Past President.....rosemary.duff1@gmail.com
- Maria Gonzalez, President Elect.....maria.s.gonzalez@lausd.net
- Stella Miyashiro, 1st Vice President.....office.manager@aeoe-lausd.org
- Janet Davis-Sylvester, CEOE, Secretary.....jansly@sbcglobal.net
- Maria Moroyoqui, Treasurer.....elvamoroyoqui@sbcglobal.net
- Vicky DeLeon, Member-At-Large.....mvd6878@lausd.net
- Helen Aposhian, Member-At-Large.....helen912@earthlink.net
- Helen Orchard, Retiree Representative.....horchard@juno.com

Education and Networking Opportunities

64th Annual California Conference

March 13-15, 2014
Pasadena, California

“Together We Create a Better Tomorrow”

Learn from your peers and receive cutting-edge information from great keynote speakers. Workshops: School Secretary Survival, Leadership Essentials; Benefits of Outstanding Service, and Better Presentations A-Z.

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

Contact satierce@kern.org or call Sarah Tierce at 661.805.1509 or see caeop.org for details.



80th Annual National Conference

July 14-17, 2014
Portland, Oregon

“Stars Coast to Coast”

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 Kathy Lech Buck at klrainbow49@gmail.com or see NAEOP's website for details.



Websites to Visit

Many Great links to Affiliates and Other Information on our Website

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, Pasadena Chapter (IAAP)
iaap-pasadena.org

Los Angeles Unified School District (LAUSD)
lausd.net

Personnel Commission Talent Acquisition & Selection Branch
lausdjobs.lausd.net

Personnel Commission Workforce Management Classified Training (LAUSD)
classifiedtraining.lausd.net

... Thoughts for the
Educational Office
Professional ...

*“Always be a little kinder
than necessary.”*

R J.M. Barrie

*“Sometimes it’s ok to take a
step back and admit you’re
being ridiculous.”*

Anonymous

“Dwell in Possibility.”

Emily Dickinson

*“It always seems impossible
until it is done.”*

Nelson Mandela

*“Taking time to live will
inspire you.”*

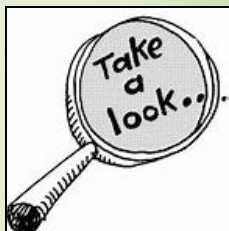
Judy Smith

*“Why fit in when you were
born to stand out?”*

Dr. Seuss

ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES

5710 East Beverly Boulevard
Los Angeles, CA 90022



Get Free Templates,
Software, Tips, and
More!

avery.com



ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES - LOS ANGELES

5710 E. BEVERLY BLVD.
LOS ANGELES, CA 90022

PHONE:
323.725.7266

FAX:
323.725.6266

WEBSITE:
AEOE-LAUSD.ORG

Membership Application for AEOE - LAUSD

Name: _____ Employee No. _____

Home Address _____

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

Email Address: _____

Work Location: _____ District/Division: _____

Position: _____ Class Code: _____

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

Check One: Full time (6 hours and over daily) \$50 Annually
 Part Time (under 6 hours daily) \$25 Annually
 Retired \$10 Annually

* Payroll deduction is available.

Mail this Application to: AEOE - 5710 East Beverly Boulevard, Los Angeles, CA 90022
You can also fill it out online: aeoe-laUSD.org

AEOE has decades of experience in serving the interest of educational office professionals and students in Los Angeles Unified School District. AEOE is affiliated with the California Association of Educational Office Professionals and National Association of Educational Office Professionals. Joining AEOE, CAEOP, and NAEOP offers the broadest possible opportunities for you to become a leader. Membership is the gateway to advancement and self-satisfaction.

Respect for the Past -
Confidence in the Future