



ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES



Los Angeles Unified School District

Fall 2008

Editor-in-Chief: Rosemary Duff

Message from the Board

Special Interest Articles:

- Tuition Reimbursement Available
- Professional Incentive Program
- Contemplating Service Retirement

It is our honor to serve on the Board of Directors of the Association of Educational Office Employees — an organization steeped in the tradition of promoting the best interest of all educational office employees.

Through the excellent leadership of our committed Board of Directors, AEOE is well prepared for a challenging “Change for the Future.” AEOE is aware that our future is decided now, not later, that the future of AEOE is privy upon the decisions we make today.

One of the main goals of AEOE is to build and strengthen our organization by increasing active membership and to recognize and reward members who work toward this achievement.

There are rewards to membership with AEOE. One reward is joining the community of fellow professionals dedicated to the advancement of fellow office employees that rewards both you and your fellow AEOE members by being an office professional.

AEOE offers help you in your pursuit of higher education or advancement of office skills. We offer tuition reimbursement as well as educational scholarships for our members and their children.



If AEOE sounds like an organization you would be interested in, please join us. It is only \$50 per year or a payroll deduction of \$5 per month for 10 months. An application for is on Page 8 of this newsletter.

Please contact our office at 323.726.7266 to ask about the discount offers we have on disability, life, and accident insurance plans. If you prefer the web, our address is <http://aeoe-laUSD.org>. You can download an application and get to know our Board of Directors.

In closing, we would like to say that we need you. New, active members such as yourself are needed for new energy and fresh ideas that are imperative for any organization to thrive.

AEOE is embracing a “Change for the Future.

Board of Directors
2008-2009

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Tuition Reimbursement Available!!! Up to \$500 per School Year



Life and society changes each day! If we want to stay informed, stay current, improve our minds, we must continually seek new information. One way of learning is by taking courses or attending workshops. We need to be informed and engaged.

Below are just a couple of reasons why we need to continually gain knowledge:

- This is an election year. An election is a good example of how complex and confusing candidates and ballot measures can be.
- Our work gets more challenging and confusing each day, and the advances in technology require that we continue to grow and learn in order to do a thorough and efficient job.

We can find many obstacles and excuses for not fulfilling the desire to gain more knowledge – for example, not enough time, not enough money.

The Association of Educational Office Employees can help eliminate one obstacle! We will soon be offering Tuition Reimbursement for all AEOE members. The maximum

reimbursable amount per school year (July 1 – June 30) is \$500.00. Reimbursement shall be at the sole discretion of AEOE. The course(s) or program must be directly related to the employee's service to the District, must be for the purpose of increasing the employee's knowledge, cannot be double reimbursed by LAUSD, and shall not be taken during the employee's duty hours.

So if you've decided to keep up with our changing society or just want to gain more knowledge, this may be an excellent opportunity to do so. As you invest in AEOE, let AEOE invest in you!

For more information, please call the AEOE office at 323.725.7266 or email info@aеоe-laUSD.org.

Josephine Ruffin
1st Vice-President

Cell Phone Discount

As a LAUSD employee, you may be eligible for a discount on your personal phone with Verizon Wireless. Go to www.verizonwireless.com/getdisc counts, Enter your work email address and follow the instructions.

***Learning Should
Never End!***



2008–2009 AEOE Calendar

- September 20 Annual Business Meeting & Installation
Luncheon – Monterey Hills Restaurant – 11:30 a.m.
- October 17–19 Southwest Area Conference/Workshop
Scottsdale, Arizona
- November 1 Regular Board Meeting
AEOE Office – 9:00 a.m.
- December 6 Holiday Gathering
- January 10 Regular Board Meeting
- January 12 Administrator, Supervisor, Administrative
Professional of the Year Applications and
Poster/Writing Contest Applications sent out
- February 14 Administrator, Supervisor, Administrative
Professional of the Year, and Contest
Applications Due Postmark Deadline 5:00 p.m.
- March 5–9 California Association of Educational Office
Professional Conference, San Diego
- March 7 All Scholarship Applications Due
- March 14 Regular Board Meeting
- April 19–25 Administrative Professionals’ Week
- April 22 Administrative Professionals’ Day
- April 25 Annual Student Scholarship, Contest
Winners, and Administrator /Supervisor/
Administrative Professional of the Year
Luncheon 11:30 at Quiet Cannon Restaurant
- May 5 Teacher Appreciation Day
- June 13 Regular Board Meeting
- July 17 Nomination Ballots Sent out
- July 20–24 75th National Association of Educational Office
Professional Conference, Bloomington, MN
- August 1 Ballots Deadline 5:00 p.m.
- August 8 Regular Board Meeting & Counting of Ballots
- September 12 Annual Business Meeting & Installation
Luncheon

Board of Directors

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Dates are subject to change.

*For further information,
please call AEOE office
at 323.725.7266.*





Professional Incentive Program for the Office Professional

Get Professional Credit for what you have already done Invest in Yourself!



Please make sure you keep all your certificates and trainings attended in one folder.

The California Association of Education Office Professionals offers the Professional Incentive Program (PIP). It is time to invest in yourself. All educational office professionals are eligible to participate. It does not matter where you are in your professional journey. They have multiple points of entry. Whether you are in college, vocational training, or by work experience or community service, CAEOP knows you have accomplished a great deal already in your professional life. The PIP program will assist you by providing a framework to guide your next steps.

You can receive a certificate in two categories. Track One provides different levels of recognition for individuals pursuing a degree or coursework. Track Two is based on years of work experience, in-service completed, and association responsibility. All certifications from workshops, trainings, and presentations that you have attended count towards your certification. Please make sure you keep all your certificates and trainings attended in a folder. You will need to provide verifiable proof of attendance.

The Professional Incentive Program is endorsed by Chancellor, California State

University; Chancellor, California Community Colleges; Association of California School Administrators; California Association of School Business Officials; and by the California School Boards Association.

For guidelines and an application, please go to www.caeop.org.

Rosemary Duff
President-Elect

AEOE's Objectives:

- To promote the general welfare and best interests of all educational office 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 the educational office employee
- 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.



Employee Health Services

The Employee Health Services Unit is an integral part of the Human Resources Division. The staff consists of a medical director and three clerical employees and are available at 333 S. Beaudry Avenue, 14th Floor, Los Angeles, CA 90017.

Employee Health Services welcomed Dr. Rosa Mercado as Medical Director in September 2007. New to us, but not to the district, Dr. Mercado has worked for LAUSD since 1989 with Student Medical Services. Her expertise and knowledge make her an asset to our office. Employee Health Services provides direct medical services to almost 10,000 employees and medical consultation and guidance to many more.

Employee Health Services manages the Tuberculosis Compliance Program for all employees of the district. The medical director evaluates employees for “return to work,” “fitness for duty,” and reemployment. An appointment is required to see the medical director.

The office serves as medical consultants to our legal department, Office of Risk Management, and all staff.

As of September 2008, the Employee Health Services no longer provides tuberculosis skin tests, Hepatitis B vaccines, or X-rays. These services will be available to all employees through their district paid health plans.

Employee Health Services encourages you to give priority to your health and well-being.

If you have any questions or concerns, please contact us at 213.241.6326.

Tina Galindo
2nd Vice President

“Employee Health Services provides direct medical services to almost 10,000 employees”

California Conference

The California Association of Educational Office Professionals’ 59th Annual Conference is March 5 - 8, 2009, in San Diego, California. Learn from you peers and receive cutting-edge information. See you there! Please contact CAEOP for details.

National Conference

The National Association of Educational Office Professionals’ 75th Annual Conference is July 20 - 24, 2009, in Bloomington, Minnesota. There will be plenty of learning, networking, and fun opportunities. Once you attend one national conference, you will always attend. See you there! Please contact NAEOP for details.



Please Visit the Following Websites:

Association of Education Office Employees
Los Angeles Unified School District (AEOE)
www.aeoe-laUSD.org

California Association of
Education Office Professionals (CAEOP)
www.caeop.org

National Association of
Educational Office Professionals (NAEOP)
www.naeop.org

Los Angeles Unified School District (LAUSD)
www.lausd.net



Association of Educational Office Employees

Annual Student Scholarship Recipients

Senior High School Scholarships - \$2,500

Abdullah Abed
 Tamara Alvarado
 Elizabeth Andalon
 Yoshi Bermudas
 Nayelli Casarrubias
 Stephanie Dorsey
 Jessica Fuentes
 Rafsan Hossain
 Lynn Heere
 Krystal Key
 Bertilde Khang
 Jennifer Kim
 Sharon Kim
 Ellen Lee
 Tona Miguel

Lizeth Morales
 Melisa Nahimana
 Antonio Olmos
 Andres Ortega
 Rayleen Patton
 Maria Penate
 Giselle Pena-Aguilar
 Brizeyda Portal
 Cynthia Rivas
 Carlos Rosales
 Ainsley Sanchez
 Susan Seav
 Ashley Tolentino
 Lan Vay
 Angel Zaragoza

Adult School Scholarships - \$1,500

Rubi Chi
 Aura Licea

AEOE Member/Child/Grandchild Student Scholarship - \$2,000

Marina Duff

Thank You, AEOE!

Dear AEOE,

As I prepare to head off to UC Irvine, there are many things that I have to do. One of them includes thanking all the people that have made my dream come true.

AEOE's scholarship is such a wonderful gift, and I would like to thank you for helping me with my future. The characteristic of giving, especially in a large scale, is not a thing found in everyone.

For everyone that has participated in AEOE's giving: Thank you! Your contributing is much appreciated. This is a thanks not only for helping me but also for helping fund the future.

*Sincerely,
 A. T.*



Contemplating “Service” Retirement

If you are planning to retire in a year’s time, I suggest you request your documents now. This will give you time to read them, to understand them, and to ask questions. If you have more than a year, you have plenty of time to prepare. However, do not wait until the last minute.

Start by contacting the PERS Office, Sacramento, California, by telephone, call toll-free at 888.225.7377, Monday through Friday from 8:00 a.m. to 5:00 p.m. and someone will assist you; or you may order forms or publications 24 hours a day, 7 days a week, using their automated voice response system at the same telephone number.

Telecommunications devices for the deaf: 916.795.3240. (*CalPERS Pub 43-2007.1.1*)

You may schedule a Retirement Planning Workshop or Financial Planning Seminar as well (888.225.7377). (*CalPERS Pub 43-2007.1.1*)

If you are internet savvy, you may go on-line at the CalPERS on-line Web site at www.calpers.ca.gov and follow the prompts. You will need your social security number.

Important documents to compile:

- Official PERS Statement of Earnings –This statement will show how much you have contributed and your approximate monthly income amount. To get this statement, please call 888.225.7377.
- Official PERS Retirement Options Packet - This package will offer you the different financial Options. To get this package, please call 888.225. 7377.

You Have Selected Service Retirement – A Few Steps to Begin the Process

- Set a retirement date
- Meet with your Manager / Director (Human Resource Representative)
- Contact Employment Transactions Personnel Branch for Resignation Form or HR Representative
- Complete form - Select Resignation to Retire
- Resign the day before you retire -- for example, 12/28/07 to retire 12/29/07 The retirement date is 12/29/07.
- Classified Personnel Office – 213.241.6300 or HR Rep.
- After you complete your retirement packet forms, send them to CalPERS to start the retirement process.
- Complete a Salary Discontinuation Form for any selected payroll deductions – for example, charities, optional life insurance,. Get this form from the Payroll Services Branch.
- Contact LAUSD Health Insurance Benefits regarding your Health Insurance Benefits package and your Tax Shelters. Please call 213.241.4262.
- Disability Retirement for Classified Personnel, please contact LAUSD Classified Disability Retirement Section Division of Risk Management & Insurance Services at 213 241 2570.
- UTLA and AALA personnel, please contact State Teachers Retirement System at 800 228 5453 and Division of Risk Management & Insurance Services at 213.241.2569.
- Special Note: The Catastrophic Illness Donation Program, Division of Risk Management & Insurance Services is available to all employees of LAUSD who qualify. Please call 213.241.1619 for detailed information.

Eva L. Overturf
Immediate Past President
 Retired – December 29, 2007



**Association of
Educational
Office
Employees**

**5710 East Beverly Blvd.
Los Angeles, CA 90022**

**Phone:
323.725.7266**



**Fax:
323.725.6266**

We're on the Web!

See us at:

www.aeoe-lausd.org

**Association of
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Los Angeles, CA 90022**



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 - (over 6 hours 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**

AEOE has decades of experience in serving the interest of office professionals and students in Los Angeles Unified School District. AEOE is affiliated with the California Association of Educational Office Professionals and the 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.

