

# AEOE NEWSLETTER

ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES, INC.  
LOS ANGELES UNIFIED SCHOOL DISTRICT



*Serving Classified Educational Office Professionals Since 1928*

**Rosemary Duff, Editor-in-Chief**  
Winter, 2012

## What's the Buzz All About!



**Executive Board Members – Installation Luncheon**

### Special Interest

#### Articles:

- ✧ Planting Intentions
- ✧ Retirees' Outlook
- ✧ Creating Time
- ✧ Administrative Professionals



### Highlights:

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### AEOE

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Los Angeles, CA 90022  
323.725.7266  
Fax 323.725.6266  
aeoe-laUSD.org

As we begin a new year, we also begin our 83rd year of service to educational office professionals, students, staff, and parents of the Los Angeles Unified School District.

I have been a member of Association of Educational Office Employees (AEOE) since June 17, 1966. I am sure that is way before some of you were born. When we think of those hard working “secretaries” who started this association in 1928, we cannot help but keep their dream alive. AEOE is an association and is not a union.

We are providing forty scholarships of \$2,500 each to our own LAUSD senior high school students as well as six AEOE member, child, or grandchild scholarships. We are also providing five adult school students with scholarships to continue their education.

We will be recognizing an Administrator of the Year, Classified Supervisor, an Office Professional of the Year, Elementary Poster Contest, and the Middle School and High School Writing Contest.

If you are continuing your education and are a member of AEOE for two years or more, you may be eligible for up to \$500 per year of your tuition

or continuing education reimbursement.

AEOE needs your assistance. We would love to have you – your knowledge, talents, and bright ideas for our future. We respect our past and we need YOU in our future. Nominations for upcoming available board positions are President-Elect, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice-President, Treasurer, and Retired Representative. Intent to run for office deadline is June 1, 2012.

Our contests and scholarship programs have grown tremendously, and we need your help on scoring and final selections of awardees. You can help as little or as much as you would like.

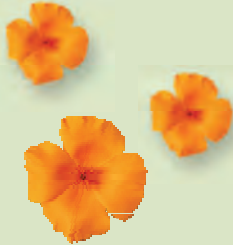
We generally meet every other month on a Saturday and would love for you to join us. Our Annual Business Meeting and Installation Luncheon is in September, our Winter Holiday is in December, and our Annual Awards Luncheon is in April.

Simply check our calendar of events on our website at [aeoe-laUSD.org](http://aeoe-laUSD.org) or contact our office. I am looking forward to meeting you at our upcoming events.

Susie Martinez, CEOE  
President, 2011-2012

## Planting Intentions That Come to Fruition

“Setting your goals for yourself makes them attainable and worth achieving.”



“Living your inspired intentions will absolutely help you get there.”



“Be a part of helping present employees grow professionally.”



Any moment is an exciting time – a new beginning to set intentions. We are great at setting new goals but sometimes seeing them through, well, that could be another story. You are not alone if you forget and fall back into old habits. It is the following up that is the hard part.

When setting up your new intentions, use words that make you feel positive. When you do, your intentions will feel less like another burden or something to check off your to-do list and more like an exciting and hopeful path to living a life you love.

Use words like “I am . . .”. Using present tense of language puts you in the already living your intention. The use of “I will . . .” is always in the future and not in the now. Live your life as if your goal is already accomplished.

Setting your goals for you, not for someone else, makes them attainable and worth achieving. Live your life proactively.

You want to know exactly when and what your goal is. Be as specific with dates and details as you can when creating your goals for yourself. This helps you focus on your intention.

Keep your plans at the top of your mind so that you can remember to focus on them. Write them on Post-It notes and stick them on your desk or at home on the refrigerator. Move the notes around when you no longer notice them to keep them alive and fresh in your mind.

Share your intentions with people who have been and will be supportive. You can even set up check-ins with them for more accountability. Invite others to join you in the process of creating intentions that stick. Supporting each other makes achievement so much easier, faster, and a much smoother ride.

Really go for it. Don’t settle for less. Challenge yourself and you will fly. If you can dream it, you can achieve it.

Give setting intentions a try! Enjoy the exciting new year of realizing your goals. Hard work in the beginning will turn into reality. Setting and living your inspired intentions will absolutely help you get there. Don’t let those dreams and hopes get away. Right now, set intentions that stick. You will be surprised how fast you can achieve your goals.

Rosemary Duff, CEOE  
*Immediate Past President*

## Retirees’ Outlook

When one sees the word “Retiree,” a picture comes to mind of one leaving work and sitting on their front porch watching nature at its finest. If you are a retiree of LAUSD and a member of AEOE, you certainly do not fit into that category! Many opportunities await you. You can continue to grow professionally. One might say, “Why would I want to do that?” Are you at a stage in your life when you do not want to continue to learn, have goals, and accept new challenges? If you answered “Yes,” I feel for you. There is nothing more exciting in life than to live it to its fullest. With AEOE, you can learn about what is happening at the District, be an AEOE board member, and be a part of helping present employees grow professionally while they learn ways to make their jobs “workable.” Think back to the times you have helped someone achieve their goals and make their lives more meaningful. Didn’t it give you a great feeling of satisfaction? You can continue to do this. Retiree dues are \$10 a year. You cannot find a better bargain anywhere! Please visit our website or call for details.

Helen Orchard  
*Retiree and Mentor*

## Creating Time by Organizing

Need more time for fun things in your life? Making a few changes in your daily routines can allow for time you did not know you even had. Life is a journey to be enjoyed. Be kind to yourself.

Working toward organizing some areas of your life can be energized with anticipation and effort or can be derailed by frustration, confusion, and everyday things that come up. Getting organized is a process that has highs and lows. Whether your goal is to have a clean desk, an organized computer file system, or more time for yourself or your family, here are some tips that help you get that newly created time.

Start with a plan. Before you start, jot down what your project is and some steps involved in getting the project completed. As you complete each task, check it off to see the progress that you've made. The process of completed items on a short or even long list creates a sense of accomplishment toward the completion of your project and is great encouragement.

Set aside time. Whether you have five minutes or an hour, schedule some time somewhere during your day. Whether it is a set time or at different times throughout the day or week, make sure you write it down as "organizing time." The simple act of setting time aside reminds you that organizing is a priority in your life and that it has earned time in your schedule.

Enlist help. Getting organized can be done alone or maybe you enjoy having another person around to bounce organizing ideas off of or to co-organize with a buddy. You and your organizing buddy can put your heads and hands together on each other's projects. Receiving and sharing that extra bit of support when it's needed

will increase your success especially when you begin to procrastinate.

Reward yourself. Give yourself a meaningful treat for reaching those important milestones! Enjoy the work that you've done. Great times to reward yourself might be when you can finally see the top of your desk, when you donate a bag of unused clothes to the woman's shelter, when you've got that undeniable feeling that things are starting to get under control, or maybe when you realize you have a few guilt-free minutes to your self. Yeah!

Tweaking successful actions. You already have successful actions that work for you. Maybe it is making your lunch each night while putting leftovers away instead of as you are running out the door in the morning. Try making five lunches on Sunday and bring them all to work on Monday morning. Prepare your favorite family crockpot meals the night before and plug it in as you walk out the door in the morning. You will appreciate a home-cooked meal the second you open the door. Maybe wash towels and sheets one day and clothes another day of the week.

Getting organized is a process, one that can help you build skills that will last for a lifetime. Individual projects can take awhile, so be patient and don't get mired down in the day-to-day ups and downs of your organizing. If a project seems difficult, overwhelming, or daunting, start with just one goal, making it easy and short term. Once you have accomplished this, move on to the next goal.

By trying some or all of these tips, you will be creating time for enjoying all the fun stuff in your life.

Rosemary Duff, CEOE  
*Immediate Past President*



“The simple act of setting time aside reminds you that organizing is a priority in your life and that it has earned time in your schedule.”



“As you complete each task, check it off and visually see the progress that you've made.”





## Invest in Yourself!

Apply with CAEOP for your Professional Incentive Program (PIP) Certificate and with NAEOP for your Professional Standards Program (PSP) Certificate.

Contact our PSP/PIP Coordinator  
Rosemary Duff

## Member Spotlight Maria Moroyoqui, Member for 32 Years

After being a member for 12 years, Maria Moroyoqui decided to run for an executive board position. Maria has proudly held the following positions: East Area Representative, 3rd Vice-President, 2nd Vice-President, 1st Vice-President, President Elect, President, Immediate Past President, Treasurer, Retiree Representative, and is again our Treasurer. Additionally Maria has served on numerous committees.

During her first year on the board, Maria became a member of California Association of Educational Office Professionals (CAEOP) and National Association of Educational Office Professionals (NAEOP) and has been attending conferences annually for both associations. She served as CAEOP Chairperson for the Transportation and Entertainment Committee.

*“Joining AEOE, CAEOP, NAEOP, and NAREOP has been a rewarding learning experience. I have learned so*

*much by attending educational workshops and conferences and by getting to know other office professionals in order to exchange ideas with others from all over the United States,”* Maria said.

*“Being involved with AEOE has given me the opportunity to share ideas with my colleagues and I have personally acquired valuable knowledge. It is an honor to be a member and to have served on the board providing services to all our members.”*

Currently enjoying her retirement, children, grandchildren, and traveling, Maria was the office manager at Brooklyn Early Education Center and is a member of the National Association of Retired Educational Office Professionals.

AEOE salutes Maria for her longtime commitment to educational office professionals and for being our mentor and friend.

## 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 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 2012 Calendar of Events

January 14, 2012	Regular Board Meeting and Selection of Recognitions of the Year
January 15, 2012	NAEOP PSP and CAEOP PIP Applications – Postmark Deadline
January 21, 2012	California Association of Educational Office Professionals Professional Development Day – Pasadena, California
March 2, 2012	Scholarship Applications – Postmark Deadline 5:00 p.m.
March 9–10, 2012	62 <sup>nd</sup> California Association of Educational Office Professionals Conference – Bakersfield, California
March 17, 2012	Regular Board Meeting and Selection of Scholarship Recipients
March 19, 2012	Poster and Writing Contests – Postmark Deadline 5:00 p.m.
March 24, 2012	Poster and Writing Contests Screening and Luncheon Planning
April 22–28, 2012	Administrative Professionals' Week
April 25, 2012	Administrative Professionals' Day
April 28, 2012	83 <sup>rd</sup> Annual Luncheon Honoring Scholarship, Contests, Administrator, Classified Supervisor, and Office Professional of the Year Recipients – Quiet Cannon Restaurant, Montebello, California 11:30 a.m.
May 7–11, 2012	Teacher Appreciation Week
May 8, 2012	Teacher Appreciation Day
June 9, 2012	Regular Board Meeting and Planning Meeting for 2012/2013
July 9–12, 2012	78 <sup>th</sup> National Association of Educational Office Professionals Conference – Costa Mesa, California
July 16, 2012	Election Ballots for 2012/2013 Mailed out
August 7, 2012	Election Ballots – Postmark Deadline 5:00 P.M.
August 11, 2012	Regular Board Meeting and Ballot Counting
September 15, 2012	84 <sup>th</sup> 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

- Presented 500 dictionaries to 3<sup>rd</sup> graders at Normandie Avenue Elementary
- Awarded 41 high school scholarships in the amount of \$2,500 each
- Awarded 1 adult school scholarship in the amount of \$2,000
- Honored 18 poster and writing contest student winners
- Recognized Administrator of the Year: Odessa Taylor
- Sponsored speakers at the CAEOP 2011 Annual Conference
- Sponsoring speakers for the CAEOP 2012 Professional Development Day, CAEOP 2012 Annual Conference, and the NAEOP 2012 Annual Conference
- Board Members Susie Martinez and Rosemary Duff and Retiree Member Eva Overturf are chairpersons for the NAEOP 2012 conference
- Board Member Rosemary Duff is the Recording Secretary for CAEOP
- Retiree Member Eva Overturf is the Ways and Means Chairperson for NAREOP
- Received NAEOP 1<sup>st</sup> place for website and newsletter
- Received CAEOP 1<sup>st</sup> place for newsletter
- Board Member Janet Davis-Sylvester received the CAEOP Life Membership Award

You are cordially  
invited to join us in  
honoring our awardees  
at our Annual  
Awards Luncheon  
April 28, 2012.



Some Thoughts for the  
Administrative  
Professional . . .

A breath of fresh air,  
feeling the warm sun  
on your face, listening  
to your favorite music,  
or doing some exercise  
can improve your  
attitude and clarify  
your priorities.



If something is not  
urgent or important, it  
is okay to for you to  
move on to something  
else.

## Recognizing Administrative Professionals

“Administrative Office Professionals have remained the steady center of efficiency.”



Tuition Reimbursement Available for AEOE Members . . . Up to \$500 per year.

Please see our website for application or call our office manager for details.

In 1934, Philadelphia Clerical Assistants Organization Member Louise Henderson Nelson asked school district superintendents throughout the United States to recommend secretaries to represent their districts for a proposed organizational meeting. Ninety-six secretaries responded, resulting in the National Association of School Secretaries being formed. To keep up with the changing job titles and increasing responsibilities, a few name changes occurred. The first change was to the National Association of Educational Secretaries, and the second change was to the National Association of Educational Office Professionals (NAEOP). NAEOP provides professional growth opportunities, leadership, and guidance for educational office professionals through a certification program, ongoing training, a network for exchanging information and ideas, recognition of professional achievements, and engaging conferences. Please visit [naeop.org](http://naeop.org) for more information about this wonderful association.

April 25, 2012, is the 60<sup>th</sup> anniversary of official recognition of administrative professionals worldwide. The International Association of Administrative Professionals (IAAP) created Administrative Professionals’ Day and Administrative Professionals’ Week. Please visit [iaap-hq.org](http://iaap-hq.org) for further information.

As in the past, many changes are occurring right now with our profession. Digital systems and software programs are constantly evolving, rapidly resulting in changes in reporting of school and administrative data. Continuous learning is mandatory in order to keep up with the demands of speed and accuracy of school and office records. It is imperative that we continue with further training and education and that we push ourselves and our co-workers the way we encourage our students, teachers, and administrators in their career development.

Classified staff members are masters of data and have remained the steady center of our schools and offices by helping ensure every request and concern gets handled correctly, promptly, and at minimal cost. They do this while maintaining the traditional role as gatekeepers for students, parents, staff, and community members. Classified administrative professionals are the heartbeat of our schools and offices.

AEOE thanks each and every one of you for your longstanding dedication, persistence, and patience. You are truly appreciated. Please let us know how we can support and encourage you.

Rosemary Duff, CEOE  
*Immediate Past President*

## Board of Directors 2011/2012

*Theme: Respect for the Past – Confidence in the Future*

- Susie Martinez, CEOE, President.....[susie.martinez@att.net](mailto:susie.martinez@att.net)
- Rosemary Duff, CEOE, Immediate Past President.....[rosemary.duff1@gmail.com](mailto:rosemary.duff1@gmail.com)
- Stella Miyashiro, 2<sup>nd</sup> Vice President.....[office.manager@aeoe-lausd.org](mailto:office.manager@aeoe-lausd.org)
- Janet Davis-Sylvester, CEOE, Secretary.....[jansly@sbcglobal.net](mailto:jansly@sbcglobal.net)
- Maria Moroyoqui, Treasurer.....[elvamoroyoqui@sbcglobal.net](mailto:elvamoroyoqui@sbcglobal.net)
- Vicky DeLeon, Member-At-Large.....[mvd6878@lausd.net](mailto:mvd6878@lausd.net)
- Helen Aposhian, Retiree Representative.....[helen912@earthlink.net](mailto:helen912@earthlink.net)

### Retiree and Associate Mentors

Helen Orchard, Mildred Fisher, Eva Overturf, and Catherine Woodruff

## Education and Networking Opportunities

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### 62<sup>nd</sup> Annual California Conference

March 9–12, 2012  
Bakersfield, California  
“Sail Away with CAEOP”

Learn from your peers and receive cutting-edge information from great keynote speakers. Workshops will include Difficulties Working with Generation Differences, Stay Healthy at Work, and Strategies for Effective Teamwork.

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.

Please contact Jennifer Henderson at [jennifer\\_henderson@khsd.k12.ca.us](mailto:jennifer_henderson@khsd.k12.ca.us) or 661.827.3259 or see CAEOP’s website for details.



### 78<sup>th</sup> Annual National Conference

July 7–15, 2012  
Costa Mesa, California  
“West Coast Swings”

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 Rhonda Quinton at [rquinton@nfsd.org](mailto:rquinton@nfsd.org) or 509.234.2021 or see NAEOP’s website for details.



### Websites to Visit

Association of Educational Office Employees – Los Angeles (AEOE)  
[aeoe-laUSD.org](http://aeoe-laUSD.org)

California Association of Education Office Professionals (CAEOP)  
[caeop.org](http://caeop.org)

Southwest Area Educational Office Professionals (NAEOP)  
[naeop.org/area\\_southwest.htm](http://naeop.org/area_southwest.htm)

National Association of Educational Office Professionals (NAEOP)  
[naeop.org](http://naeop.org)

Los Angeles Unified School District (LAUSD)  
[lausd.net](http://lausd.net)

Personnel Commission Talent Acquisition & Selection Branch  
[lausdjobs.lausd.net](http://lausdjobs.lausd.net)

Personnel Commission Workforce Management Classified Training (LAUSD)  
[classifiedtraining.lausd.net](http://classifiedtraining.lausd.net)

More Thoughts for the  
Administrative  
Professional . . .

No one who achieves  
success does so without  
acknowledging the help  
of others.



You never know when  
showing appreciation to  
someone can change  
their life, and it does  
not cost you anything.



Improving your  
attitude by making  
an extra effort to  
find good and hope  
in every situation.



By making that  
extra effort to help  
others, you will feel  
happy and people  
will notice your  
kindness and will  
treat you with the  
same in return.

**ASSOCIATION OF EDUCATIONAL  
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5710 EAST BEVERLY BOULEVARD  
LOS ANGELES, CA 90022



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**WEBSITE:**  
AEOE-LAUSD.ORG



Respect for the Past -  
Confidence in the Future

## 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

**AEOE has decades of experience in serving the interest of office professionals and students in the 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.**