



# AEOE CONNECTIONS

ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES – LOS ANGELES

Serving LAUSD Classified Educational Office Professionals Since 1928

Winter, 2013  
Rosemary Duff, Editor-in-Chief

## WHAT'S THE BUZZ ALL ABOUT?

### SPECIAL INTEREST ARTICLES:

- Office Culture Shock
- Are You A MVP?

### HIGHLIGHTS:

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CLASSIFIED STAFF IS THE HEARTBEAT OF SCHOOLS AND OFFICES. YOU ARE APPRECIATED.

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AEOE  
5710 East Beverly Boulevard  
Los Angeles, CA 90022  
323.725.7266  
aеоe-lausd.net



Hello, Classified Professionals,

Looking through AEOE's history books, I realized that AEOE would not have been able to continue making a difference without classified mentors. They have made a huge impact on our lives – professionally and personally.

My mentor's name is Annie. From my first week working for the district, she gave me advice even when she was walking by my desk, always encouraged me to do workshops and further my education, and made me feel LAUSD was extremely lucky to have me as an employee. She showed me kindness.

After attending my first AEOE luncheon on a Saturday, the following Monday morning Annie stopped by my desk to give me an AEOE membership application form and told me to write a letter to the board asking them to run for office and that she would be back in one hour to pick them up. What I did not realize at the time was that she was telling

me it was time for me to be a mentor – my time to pay it forward.

Years after she retired, I still get an email or a phone call from her when I least expect it and when I need encouragement. It is like she knows me.

I was shocked that such a great association would want me on board. How lucky am I to now have a whole group of mentors imparting their wisdom and experience to me. My hope is that I might inspire a colleague to further their education and career.

AEOE has lots to offer. Enjoy the newsletters, website, and now our new social media pages.

### CALL TO ACTION

- Be the one to inspire someone – be a mentor to a classified employee.
- Let us know what kind of trainings you need to further your career.

Rosemary Duff, CEOE  
Immediate Past President

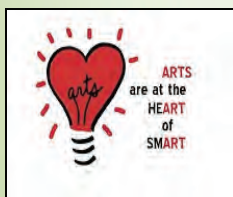
## Inspiring Moments

*"THE DIFFERENCE BETWEEN ORDINARY & EXTRAORDINARY IS JUST THAT LITTLE 'EXTRA.'"*  
Anonymous

*"LAUSD HAS OVER 15,000 HOMELESS STUDENTS. TOGETHER, WE CONTINUE TO ENSURE THAT ALL STUDENTS HAVE ACCESS TO AN EDUCATION, PROGRAMS, AND MUCH NEEDED SERVICES. THANK YOU FOR YOUR GENEROUS SUPPORT."*

ng

*"ONE OF THE BEST WORKSHOPS I HAVE EVER ATTENDED. I WILL BE USING WHAT I LEARNED TODAY AT WORK. THANK YOU."* bc



**ART EDUCATION**



**Thank you, Annual Awards Committee Members!**



**Presenting a donation to LAUSD Homeless Education Unit.**



**Learning Google Docs and Acrobat Adobe, CAEOP Mini-Conference, in Pasadena.**



**A few of our elementary schools Awesome Creative Artist Posters!**

# Easing Office Culture Shock

## How to Acclimate to a New Job

You've started a new job and you're about to attend your first staff meeting. Wanting to be considerate of your colleagues, you remember to silence your cell phone beforehand so you can discreetly check it during the meeting without being disruptive. It was acceptable to bring cell phones to meetings at your last job, so it's safe to assume the same holds true at your new office, right?

Well, no, and making such assumptions could be one of the reasons your colleagues are still referring to you as the new person.

A new job comes with its own unique set of rules when it comes to workplace culture, office protocol and etiquette. Some things will be explained to you, but others can only be learned by observing or asking questions. In the meantime, you're bound to make some blunders and feel like an outsider. But don't worry, there are things you can do to offset the awkwardness and the occasional faux pas.

Following are a few tips to help you shed that new person moniker:

*Be proactive:* Because your colleagues are all very busy, they might seem standoffish. Instead of waiting for people to reach out to you, try approaching them first. Introduce yourself to your new coworkers and find out what their roles are in the office. Your colleagues will appreciate the effort you make to establish a relationship with them, and you'll feel more comfortable asking for help when you need it.

*Learn the do's and don'ts:* Protocol, both

written and unwritten, helps define the culture of an office and failing to observe it might give colleagues the impression that you're not a team player. Don't assume that the rules are the same in every workplace. Learn what's acceptable and what's not in your current situation. If you're unsure, ask questions to avoid a breach of conduct.

*Ask questions:* Not asking enough questions is a top mistake new hires make when starting a job. When in doubt, seek clarification.

*Find a role model:* An experienced team member might be willing to help you during your first weeks on the job. He or she could give you insight related to office protocol and highlight aspects of the role that you may not be aware of. The person may later develop into a mentor who can help you identify areas where you need to improve, such as communication abilities or software skills.

The first few weeks in a new office can undermine your confidence and maybe even cause you to question whether the job is right for you. But if you give yourself time to get used to a new workplace culture, chances are you'll start to feel less like the new person and more like a member of the team.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 315 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).



*"INSTEAD OF WAITING FOR PEOPLE TO REACH OUT TO YOU, TRY APPROACHING THEM FIRST."*



*"THE PERSON MAY LATER DEVELOP INTO A MENTOR WHO CAN HELP YOU IDENTIFY AREAS WHERE YOU NEED TO IMPROVE, SUCH AS COMMUNICATION ABILITIES OR SOFTWARE SKILLS."*



Maria Gonzalez



GET EDUCATIONAL  
OFFICE  
PROFESSIONAL  
CERTIFICATION!

With recent budget cuts, brought a new reality - that is, every classified office and school professional is responsible for their own career plan.

Here are two programs:

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

Contact AEOE

Chairman:

Rosemary Duff, PIP  
Janet Davis-Sylvester, PSP

## Member Spotlight

### Maria Gonzalez, Member-At-Large

It is with pleasure that AEOE announce our newly elected Board Member, Member-at-Large Maria Gonzalez. Maria has committed her talents and skills to LAUSD staff and students for 30 years.

She currently works as a senior secretary in the Leadership Academy, under the umbrella of Talent Management, which offers trainings for newly assigned principals, Master Program Institute training, and Developing Leaders Program. Maria has previously served as an educational aide, office assistant, and a school administrative assistant.

*"I joined AEOE because one of my good friends is very involved and I like the things that she told me what AEOE does for students and community members and I wanted to be a part of it," said Maria. "I like helping other people, and I like to*

*share my skills, time, and knowledge. I am also involved with my community and church."*

Maria comes from a family with deep roots in the educational field: principal, athletic director, school psychologist, high school math teacher, and special education aide. Her husband Jose is a LAUSD elementary school teacher. They have two daughters: Andrea attends UC Santa Cruz and Alejandra attends Cal Poly Pomona.

Part of her new responsibilities will be to determine how AEOE can help meet the needs of LAUSD classified employees. We are pleased that Maria has accepted membership confidence in her and we know she will represent our members well. Welcome, Maria!

## Taking Advantage of 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](http://www.oetraining.net). Many training 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.

## 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 PIP associations and participates in their activities, thereby enhancing the professional status of all educational office employees.

## AEOE 2013 Calendar of Events

January 12, 2013	Regular Board Meeting
January 15, 2013	NAEOP PSP and CAEOP PIP Applications Deadline
February 15, 2013	Employees of the Year Applications Deadline
March 1, 2013	Scholarship Applications and Contests Entries Deadline
March 7-9, 2013	63 <sup>rd</sup> California Association of Educational Office Professionals Conference, Del Mar, California
March 16, 2013	Regular Board Meeting, Selection of Contest Winners and Employees of the Year, and Luncheon Planning
March 23, 2013	Scholarship Screening
April 21-27, 2013	Administrative Professionals' Week
April 24, 2013	Administrative Professionals' Day
April 27, 2013	84 <sup>th</sup> Annual Awards Luncheon at Quiet Cannon Restaurant
May 6-10, 2013	Teacher Appreciation Week
May 7, 2013	Teacher Appreciation Day
May 20-24, 2013	Classified School Employees Week
June 8, 2013	Regular Board Meeting and 2014 Planning Meeting
July 15, 2013	Election Ballots for 2013/2014 Mailed out
July 21-25, 2013	79 <sup>th</sup> National Association of Educational Office Professionals Conference, Arlington, Virginia
August 7, 2013	Election Ballots - Postmark Deadline 5:00 P.M.
August 10, 2013	Regular Board Meeting and Ballot Counting
September 21, 2013	85 <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

- Awarded 41 high school scholarships in the amount of \$2,500 each
- Awarded 3 adult school scholarships in the amount of \$2,000 each
- Honored 18 poster and writing contest student winners
- Donated \$2,000 to LAUSD Homeless Program
- Received NAEOP 1st place for website and for newsletter
- Received CAEOP 1st place for newsletter
- Sponsored speakers at the CAEOP and NAEOP Annual Conferences
- Board Member Susie Martinez served as NAEOP Conference Door Prize Chairman and NAREOP Nominations Chairman.
- Board Member Rosemary Duff served as CAEOP Recording Secretary and NAEOP Conference Amenities Chairman.
- Board Member Stella Miyashiro and Retiree Member Eva Overturf served as Co-Chairman NAEOP Conference Tours and served on the NAREOP Ways and Means Committee.

Y!  
You're  
Invited!

Annual Awards  
Luncheon  
April 27, 2013

AEOE has joined  
the district,  
schools, and offices  
in social media.

LIKE US ON  
FACEBOOK



[www.facebook.com/  
AssociationOfEducational  
OfficeEmployeesLosAngeles](http://www.facebook.com/AssociationOfEducationalOfficeEmployeesLosAngeles)

FOLLOW US ON  
TWITTER



[twitter.com/  
AEOELosAngeles](http://twitter.com/AEOELosAngeles)



*“THE BEST DECISION MAKERS REMAIN CALM AND CAREFULLY WEIGH THE FACTS BEFORE ACTING.”*



**How long have you waited to continue your education?**

**Good news, the wait is over. Let us help you.**

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

Visit website for details.

## Are You an Office MVP?

With many companies still operating with lean teams and tight budgets, your contributions to the business are more valuable – and more noticeable.

Are you doing what you can to distinguish yourself as one of your firm’s top performers? Ask yourself the following questions to determine if you truly are an Office Most Valuable Person:

*Do you have a winning attitude?* The best employees are positive and take challenges in stride. How have you handled a difficult boss or coworker, budget cut, or error in the past? Admitting to a mistake, for example, can be difficult and humbling, but firms value those who can make a tough call and take the corrective action necessary to quickly rectify the situation.

*Can you change tactics?* It’s important that you’re determined to get the job done, but you also must remain flexible. Top performers don’t give up on problems; instead, they tackle them from multiple angles. The next time you hit a roadblock, try adjusting your strategy or soliciting input from a colleague for a different point of view.

*What are your professional goals?* Top performers strive for success in everything they do and have a good sense of what it takes to get them to the next level. Setting long-term goals for your career can give you focus and prevent you from just drifting along.

*How do you handle difficult choices?* The most valuable employees can be counted on to exercise good judgment and make tough decisions. So consider how you typically approach complex problems. The best decision makers remain calm and carefully weigh the facts before acting.

*Are you a good sport?* MVPs always act ethically and don’t climb over others on their way to the top. Basing your choices on a set of strong values can help you act appropriately no matter the situation.

*OfficeTeam is the world’s leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*

## Board of Directors 2012-2013

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
- Helen Orchard, 1<sup>st</sup> Vice President.....horchard@juno.com
- Stella Miyashiro, 2<sup>nd</sup> 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
- Maria Gonzalez, Member-At-Large.....maria.s.gonzalez@lausd.net
- Helen Aposhian, Retiree Representative.....helen912@earthlink.net

# Education and Networking Opportunities

## 63<sup>rd</sup> Annual California Conference

March 7-9, 2013  
Del Mar, California  
"Make It Happen"

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

July 22-26, 2013  
Alexandria, Virginia  
"A Capitol Affair"

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

Learn from your peers and receive cutting-edge information from great keynote speakers. Workshops: Working Together - Win Together; Are you Aiming High Enough; A Positive Attitude - Make It Happen; and Becoming a Better you.

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.

*"BE SO GOOD THEY CANNOT IGNORE YOU."*  
Steve Martin

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.

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.

*"WISDOM ALWAYS COMES THROUGH A STORY AND AN UNFORGETTABLE JOURNEY."*  
Anonymous

Contact [anna.fetzner@puhsd.org](mailto:anna.fetzner@puhsd.org) or call Anna at 951.943.6369 x80307 or see [caeop.org](http://caeop.org) for details.

Please contact Alissa Rankin at [membership@naeop.org](mailto:membership@naeop.org) or 316.942.4822 x100 or see NAEOP's website for details.

*"A DAY WITHOUT LAUGHTER IS A DAY WASTED."*  
Charlie Chaplin



## Websites to Visit

### Many Great links to Affiliates & Other Information on our Website

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)

*"ALWAYS REMEMBER YOU ARE BRAVER THAN YOU BELIEVE, STRONGER THAN YOU SEEM, AND SMARTER THAN YOU THINK."*  
Anonymous

*"JUST WHEN THE CATERPILLAR THOUGHT THE WORLD WAS OVER, IT BECAME A BUTTERFLY."*  
Anonymous

**ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES**

5710 East Beverly Boulevard  
Los Angeles, CA 90022



Google "free school clip art"  
for your next newsletter



**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**

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**