

# The CALLIE Fall 2012

Issue 1, Volume 1  
An official publication of the California Association of Educational Office Professionals (CAEOP)

September/October 2012



## PRESIDENT'S MESSAGE

Dear Members,

Summer has come and gone, and many of us are watching for the colorful time of Autumn. For the active members, this time of year has celebrated the beginning of yet another school year, each with its own set of challenges and celebrations. I am pleased to provide you with a report from the CAEOP Executive Board.



On April 28<sup>th</sup>, Becky Shipley and I were able to attend the Orange County Educational Office Professional's – Professional Day. Session 1 was "The Latest Organizational Strategies for Today's Office Professional, presented by Barb Schmit, Senior Account Manager at Esselte Products. If you have never had the chance to see her presentation, you need to make it a priority. She has great ideas to help all of us at our day-to-day worksites', also, things to help with our home offices. Session 2 was "Style Speaks Before You Do", presented by Nazy Meknat, a wardrobe consultant. Great advice on styles that work for your type of shape, etc. Thank you to Orange County for a great workshop and the lunch was out of this world; great cook in their affiliate!

In June the members of the CAEOP Executive Board held a meeting in San Diego. Twelve members of our Executive Board were able to attend the Awards Luncheon on Saturday hosted by members of the La Mesa-Spring Valley Affiliate. It was a lovely awards luncheon, complete with social and, shopping at the Bonita Golf Club. The Affiliate recognized their retiree members for years of service to their schools. And an especially BIG congratulations to CAEOP Past President, Wendy Rochester, CEOE, for the honor of being named Office Professional of the Year! The buffet luncheon was marvelous and the homemade cupcakes by a famous chef were out of this world.

Thanks to our CAEOP members for their many hours of dedicated service to the 2012 Annual National AEOP conference held at the Hilton Costa Mesa in July. It was a lot of work, but very rewarding. Next year's NAEOP conference will be held in Alexandria, Virginia—and future CALLIE's will include more information on the conference.

I hope you had a great summer and enjoyed some time off from work – relaxing is always good for us. Don't miss the Central District's Professional Development Day scheduled for October 20th at the Embassy Suites Hotel in San Luis Obispo (more information in this newsletter). CAEOP members are always cordially invited to join the Executive Board for our next meeting on October 19th from 8 am to 5 pm. We also invite you to submit ideas for new leadership training, membership recruitment and conference ideas to our Executive Board. Their contact information is listed on page three of this newsletter.

Sincerely,

*Beano*

*"Make it Happen with CAEOP"*

## Mission Statement

The California Association of Educational Office Professionals is a non-profit organization that focuses on providing professional growth and training programs for non-certificated personnel and encourages its members to grow professionally to better understand their role in serving public and private educational institutions.



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**PUT THIS  
ON YOUR  
CALENDAR!**

NAEOP Announces Institute Dates in Southwest Area

Utah AEOP is pleased to announce that NAEOP has awarded them the opportunity to host a national institute on October 11-13, 2013 at the Granite Education Center in Salt Lake City. The focus of the Institute will be on career and technology skills. Attendees will earn 15 hours of credit. Kathy Goodfellow and Sherry Wilson, CEOE, will serve as co-chairmen. Plans are in the very early stages. More details will follow in future CALLIE publications and in the NAEOP publication.

CAEOP Professional Development Day Scheduled on Central Coast

Be sure to check further in this newsletter for details on the Central District Professional Development Day, scheduled for October 20th and make plans to attend!

*In Memory*

Our lives have been forever changed during the past several months with the loss of those so dear to us. Please join us in remembering those so dear to us.



**Mildred Fisher**

*CAEOP Member since 1983  
Passed on March 17, 2012*

**Andrea Denniston**

*Sister to Barbara Frieese  
Passed on June 29, 2012*

**June Phillips**

*Mother to Beano Cameron  
Passed on August 30, 2012*

**Autumn**

*Resplendent hues appease my vision,  
Fall has fulfilled its yearly mission,  
Sporadic breezes blow leaves around,  
Forming multi-colored patterns upon the  
ground.*

*Sparrows utter subtle sounds,  
As frantic squirrels make their rounds,  
Brisk weather chases summer's bugs,  
Emerald lawns become saffron rugs.*

*Children pile all the leaves they can muster,  
Indian summer provides added luster,  
Autumn is a season full of esteem,  
It is a time of nature's brightest gleam.*

*By Eddie Dulan*

*Get Well Wishes*

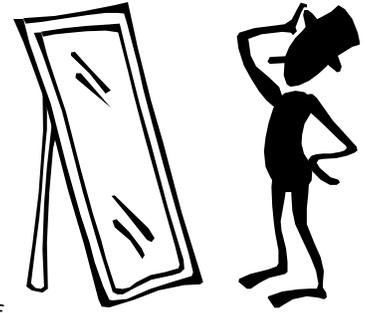
Special wishes for a speedy recovery to Kathy Ramos after her recent surgery. We know she'll be up and going as soon as she's able. Take care Kathy!

We also extend continuing get well wishes to Sandy Loveless as she deals with the constant pain issues with her back.



# Is Your Professional Image Showing?

We've all heard the terms professional and professionalism so much lately, but have we honestly taken the time to compare those terms to our own personal image? Professionalism should be a priority focus every day, both on the job and in our personal lives, especially as we work to promote the career of an educational office professional.



Professor Laura Morgan Roberts is quoted as saying, "Your professional image is the set of qualities and characteristics that represent perceptions of your competence and character as judged by your key constituents." Wow. Did you ever stop to think that your own personal professionalism is set by those around you on the job? It's easy to think of our personal professionalism as something we determine or define. But would those who work closely with us offer the same definition? Most of us would say we are technically competent, socially skills, strong character and that we are committed to our job, our team, and our personal life. Most supervisors confirm that they want an employee who can be trusted, who is caring, who know humility and is capable.

We must attempt to be credible and come across true in our personality. Our values must be represented in everything we do. Pay attention to how you react to situations. Is it a reaction borne out of true professionalism representing a kind spirit and capable hands? Or is it a reaction based on selfish behavior and a mean spirit. As author Mallory Stark put it in an article on professionalism, "Be the author of your own identity. Take a strategic, proactive approach to managing your image. Realize that if you aren't managing your own professional image, someone else is."

## Official Publication of Notices as Required by the CAEOP Bylaws

"Dear CAEOP Executive Board Members: We the Audit Committee, appointed by the President of the California Association of Educational Office Professionals, have reviewed the financial and bank statements, bank deposits, and records of CAEOP Treasurer, Kathy Ramos, for the period of April 1, 2010 through March 31 2011.

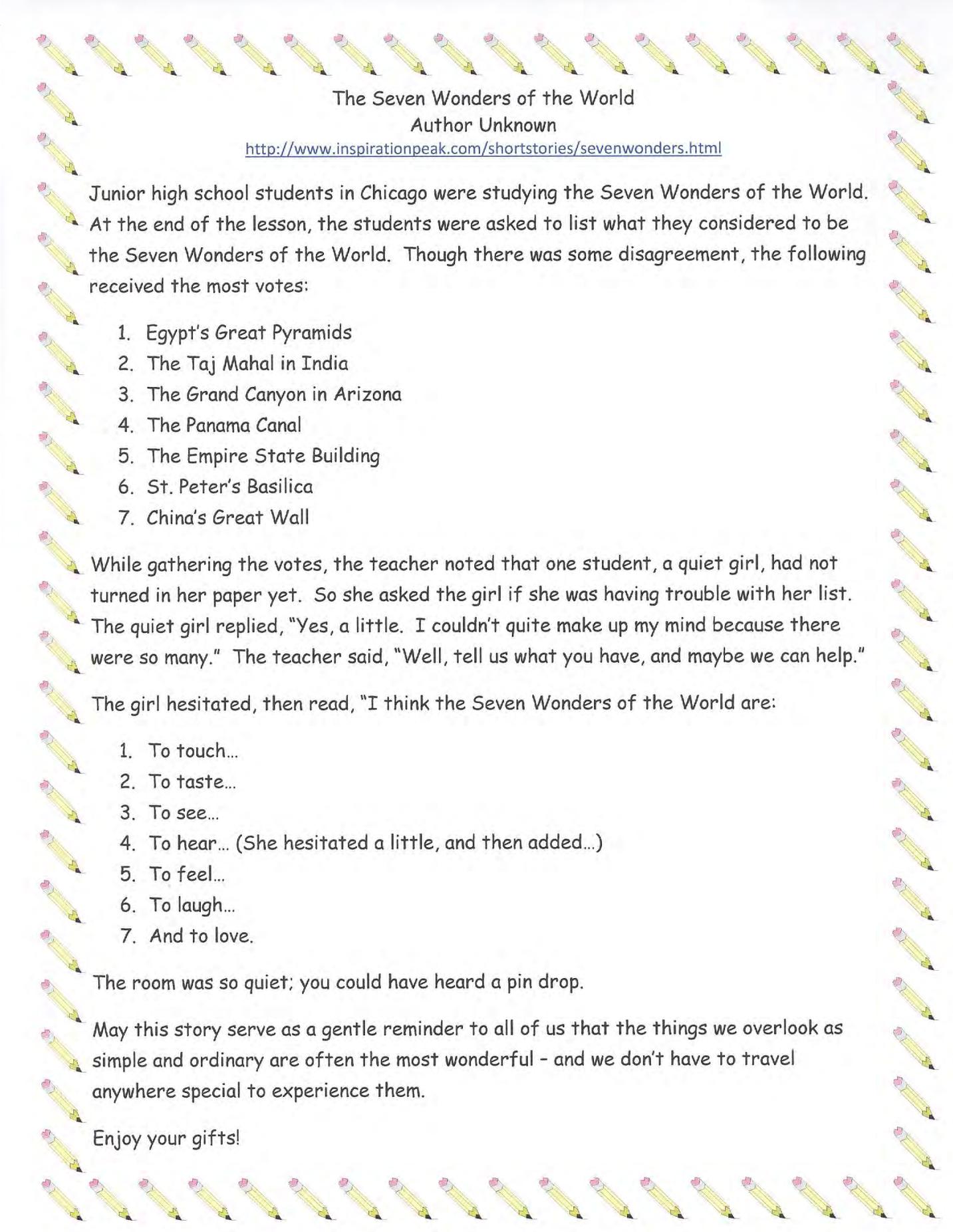
The Committee feels that the reports adequately reflected the assets, income and expenditures for 2010-2011. The yearly financial statements were found to be in order."

*Teresa Costa, Accountant  
Kern County Superintendent of Schools  
Bakersfield, California*

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"Dear CAEOP Executive Board Members: In accordance with the requirements of the CAEOP Bylaws, Kathy Ramos, Treasurer, and myself, Allison Isambert, Vice President of Membership, conducted a formal reconciliation of records. We confirm that the membership records were compared and there are no discrepancies between the official membership records and income received for membership credit with the Treasurer's records. This covers the period of April 1, 2012 through September 23, 2012."

*Signed,  
Allison Isambert, Vice President of Membership  
Kathy Ramos, Treasurer*



## The Seven Wonders of the World

Author Unknown

<http://www.inspirationpeak.com/shortstories/sevenwonders.html>

Junior high school students in Chicago were studying the Seven Wonders of the World. At the end of the lesson, the students were asked to list what they considered to be the Seven Wonders of the World. Though there was some disagreement, the following received the most votes:

1. Egypt's Great Pyramids
2. The Taj Mahal in India
3. The Grand Canyon in Arizona
4. The Panama Canal
5. The Empire State Building
6. St. Peter's Basilica
7. China's Great Wall

While gathering the votes, the teacher noted that one student, a quiet girl, had not turned in her paper yet. So she asked the girl if she was having trouble with her list. The quiet girl replied, "Yes, a little. I couldn't quite make up my mind because there were so many." The teacher said, "Well, tell us what you have, and maybe we can help."

The girl hesitated, then read, "I think the Seven Wonders of the World are:

1. To touch...
2. To taste...
3. To see...
4. To hear... (She hesitated a little, and then added...)
5. To feel...
6. To laugh...
7. And to love.

The room was so quiet; you could have heard a pin drop.

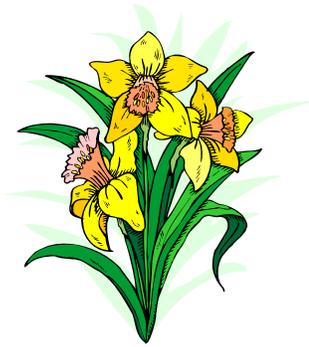
May this story serve as a gentle reminder to all of us that the things we overlook as simple and ordinary are often the most wonderful - and we don't have to travel anywhere special to experience them.

Enjoy your gifts!

## THE DAFFODIL PRINCIPLE

Several times my daughter had telephoned to say, "Mother, you must come see the daffodils before they are over." I wanted to go, but it was a two-hour drive from Laguna to Lake Arrowhead.

"I will come next Tuesday," I promised, a little reluctantly, on her third call.



Next Tuesday dawned cold and rainy. Still, I had promised, and so I drove there. When I finally walked into Carolyn's house and hugged and greeted my grandchildren, I said, "Forget the daffodils, Carolyn! The road is invisible in the clouds and fog, and there is nothing in the world except you and these children that I want to see bad enough to drive another inch!" My daughter smiled calmly and said, "We drive in this all the time, Mother." "Well, you won't get me back on the road until it clears, and then I'm heading for home!" I assured her. "I was hoping you'd take me over to the garage to pick up my car." "How far will we have to drive?" "Just a few blocks," Carolyn said. "I'll drive. I'm used to this."

After several minutes, I had to ask, "Where are we going? This isn't the way to the garage!" "We're going to my garage the long way," Carolyn smiled, "by way of the daffodils." "Carolyn," I said sternly, "Please turn around." "It's all right, Mother, I promise. You will never forgive yourself if you miss this experience." After about twenty minutes, we turned onto a small gravel road and I saw a small church. On the far side of the church, I saw a hand lettered sign that read, "Daffodil Garden." We got out of the car and each took a child's hand, and I followed Carolyn down the path.

Then, we turned a corner of the path, and I looked up and gasped. Before me lay the most glorious sight. It looked as though someone had taken a great vat of gold and poured it down over the mountain peak and slopes. The flowers were planted in majestic, swirling patterns great ribbons and swaths of deep orange, white, lemon yellow, salmon pink, saffron, and butter yellow. Each different colored variety was planted as a group so that it swirled and flowed like its own river with its own unique hue. There were five acres of flowers. "But who has done this?" I asked Carolyn. "It's just one woman," Carolyn answered. "She lives on the property. That's her home." Carolyn pointed to a well-kept frame house that looked small and modest in the midst of all that glory. We walked up to the house. On the patio, we saw a poster. "Answers to the Questions I Know You Are Asking" was the headline. The first answer was a simple one. "50,000 bulbs," it read. The second answer was, "One at a time, by one woman. Two hands, two feet, and very little brain." The third answer was, "Began in 1958." There it was, The Daffodil Principle.

For me, that moment was a life changing experience. I thought of this woman whom I had never met, who, more than forty years before, had begun one bulb at a time - to bring her vision of beauty and joy to an obscure mountain top. Still, just planting one bulb at a time, year after year, had changed the world. This unknown woman had forever changed the world in which she lived. She had created something of ineffable (indescribable) magnificence, beauty, and inspiration. The principle her daffodil garden taught is one of the greatest principles of celebration. That is, learning to move toward our goals and desires one step at a time often just one baby step at a time-and learning to love the doing, learning to use the accumulation of time. When we multiply tiny pieces of time with small increments of daily effort, we too will find we can accomplish magnificent things. We can change the world.

"It makes me sad in a way," I admitted to Carolyn. "What might I have accomplished if I had thought of a wonderful goal thirty-five or forty years ago and had worked away at it 'one bulb at a time' through all those years. Just think what I might have been able to achieve!" My daughter summed up the message of the day in her usual direct way. "**Start tomorrow,**" she said.

It's so pointless to think of the lost hours of yesterdays. *The way to make learning a lesson of celebration instead of a cause for regret is to only ask, "How can I put this to use today?"*

California Association of Educational Office Professionals  
Central District Mini Conference  
Presents a One-Day Professional Development Workshop



## “Winning Workplace Communication Skills” and “Diversity in the Workplace”

### Speaker Information:

#### “Winning Workplace Communication Skills” - April

**Braswell** is a Business and Life Coach in Southern California, author and professional public speaker on effective communication that gets you desired results. Ms. Braswell will bring corporate sales and marketing acumen, combine it with extensive body language studies, and influence and persuasion research to her informative presentation, always with an engaging sense of humor.

#### “Diversity in the Work Place” - Al Sauvadon

is a nationally recognized motivational speaker. He is the Public Relations Administrator, West Coast Operations for Student Transportation of America (STA). He recently retired from full time duties as Administrative Vice President of West Coast Operations for STA where he was responsible for assisting with the oversight of 17 school bus operations from Oregon to San Diego.

DATE:	Saturday, October 20, 2012
TIME:	8:30 am—3:30 pm
LOCATION:	Embassy Suites 333 Madonna Road San Luis Obispo, CA 93405
COST:	\$59.00/CAEOP Member \$69.00/Non-CAEOP Member \$79.00 Registration + Membership Registration costs includes Workshop materials and lunch
RESERVATION DEADLINE:	Friday, October 12, 2012
HOTEL:	Special rate of \$109.00 Single or Double Call hotel @ 1-805-549-0800 Mention CAEOP to get special rate

### Timeline:

- 8:30 am - 9:00 am Registration
- 9:00 am - 11:30 am “Winning Workplace Communication Skills”
- 11:45 am - 1:15 pm Lunch and Leadership Fun
- 1:30 pm - 3:00 pm “Diversity in the Work Place”
- 3:00 pm Closing Comments and Prizes

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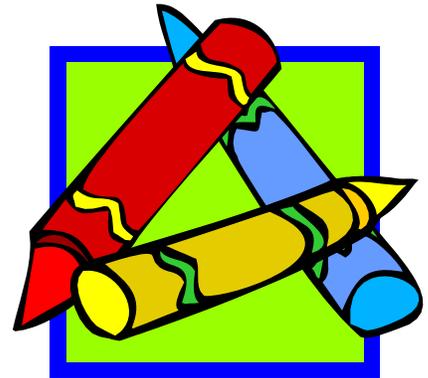
To reserve your place, complete the following information and mail with your registration payment:

Name: \_\_\_\_\_ School/District: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 CAEOP Member? [ ] Yes [ ] No *Make check payable to CAEOP* Amount Enclosed: \$ \_\_\_\_\_

*Mail completed registration form and payment to:*  
 Lorri Kilby, Central District Director  
 CAEOP  
 P. O. Box 1803; Bakersfield, CA 93303  
 Ph: (661) 636-4629 Email: lokilby@kern.org

# CALIFORNIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS 2012-2013 ANNUAL STUDENT POSTER CONTEST

**Theme:** “What I like best about my school ...”



## PROCEDURES AND GUIDELINES FOR ENTERING:

Open to any student in Grades K-6 in a California elementary school.

- Posters should be on 12 x 18 white construction paper ONLY.
- Students should create posters using only original artwork and lettering illustrating the contest
- Students should use BOLD, BRIGHT, BRILLIANT colors using colored pencils, pens, markers, water colors, chalk, acrylic paint, or crayons.
- Posters should be drawn horizontally.
- No computer or trademark art, copyrighted characters, photographs, glitter, yarn, or fabric. No stenciled or manufactured stick-on or press-on letters are permitted. Entries will be disqualified.

**PRIZES:** Cash prizes will be awarded to 3 winners in each of the following grade divisions: Grades K-2; Grades 3-4; Grades 5-6. 1st Place: \$75 2nd Place: \$50 3rd Place: \$25

## JUDGING:

All posters should be judged first at the school site level. Please submit ONLY the top three finalists in each grade division. More than the top three finalists in each division will be disqualified.

**DEADLINE:** December 14, 2012 Attach the Entry Certification Form securely to the back upper right hand corner of each poster submitted. All entries become the property of CAEOP and may not be returned. Return entries to:

Sharon Callahan, Hemet Unified School District  
1791 W. Acacia Avenue, Hemet, CA 92545  
Phone: 951-765-5100 ext 3001  
Email: scallaha@hemetusd.k12.ca.us

**NOTIFICATION:** Winners will be notified in February, and honored at our Annual Conference in March.

For complete contest rules and entry form, please visit CAEOP’s website: [www.caeop.org](http://www.caeop.org) or contact the Poster Contest Chairman, Sharon Callahan, at the above contact information.

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## CAEOP Membership News

When I first took the job here in Laguna Beach, I didn't realize that there would be no one who really had answers to ALL my questions. It certainly took some courage to start looking beyond my district for more. Then I realized that sometimes we need to reach out, get outside of our comfort zone to get answers needed to refine procedures that need refining. We all strive to make our desks more efficient, and for me being in a small district, there were not many people to ask before the need to start cold calling neighboring districts in search of the answers or advise.

Now that I have been involved in CAEOP for several years, I am so much more comfortable calling fellow members to locate those key players whose suggestions have proven to make things work better. Having a reliable source helps me get to the right person and streamline new concepts and ideas. And being involved has not just forged more relationships but it has also made a notable difference in my workplace.

I am excited to be the new VP of Membership this year and to have the chance to give back to the organization that has impacted my job in such a positive way. The California Association of Educational Office Professionals is excited to kick off our annual membership drive with this request, "Make It Happen".

We have a rich history which goes back to 1950 when none of us were here to support a new organization made just for us, the educational office professional. Now we all have the ability to reach out, like I did, to make a change and be involved in a great support network. We at CAEOP look forward to welcoming new members and renewing friendships with our returning members as we continue to grow.

NOW is the most exciting time to be involved as for the first time in 25 years we will be able to be part of our National Conference! This is an EXCLUSIVE opportunity to be involved in an organization that paved the way and started it all. We are welcoming curious first timers and seasoned veterans, and best of all, we have a chance to get involved in an opportunity that doesn't come around often.

Our website, <http://www.caeop.org> continues to expand and when visiting it you'll see current information such as awards, contest and affiliate links, conference information, Hall of Memories, State and National conference information and so much more. The site also has the membership forms to complete and return for your 2012-13 membership.



We hope that you'll choose to join our family and "*Make It Happen*".

*Allison Isambert*  
*Vice President Membership CAEOP 2012-13*  
[akisambert@gmail.com](mailto:akisambert@gmail.com)  
 (949)290-4269

## Student Scholarship Announcement

The CAEOP Student Scholarship is provided to assist business education students who wish to continue higher education and pursue a career in business administration or education. The scholarship is valued at \$1,000.00. More than one scholarship may be awarded by CAEOP depending upon available funds. The scholarship is a tuition only scholarship. The due date for submission of all completed forms is January 7, 2013. Application forms can be downloaded online at [www.caeop.org](http://www.caeop.org), or by contacting CAEOP's Scholarship and Awards Chairman, Linda Rush, at [lrush@hemetusd.k12.ca.us](mailto:lrush@hemetusd.k12.ca.us).



California Association of Educational Office Professionals (CAEOP)  
**2012—2013 EXECUTIVE BOARD**

Beano Cameron, President  
 bcameron@khsd.k12.ca.us

Adrian Ober, PIP Coordinator  
 aober@orangeusd.k12.ca.us

Mary Quirino, Past President  
 Mary\_quirino@khsd.k12.ca.us

Kathryn Miller, Finance/Budget Chair  
 kamiller@kern.org

Linda Rush, President Elect  
 lrush@hemetusd.k12.ca.us

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Kathy Ramos, Treasurer  
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Sharon Callahan, Poster Contest Chair  
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Lorri Kilby, Central District Director  
 lokilby@kern.org

*Be sure to visit our website:  
 www.caeop.org*

Debby Moore, Southern District Director  
 Debby.Moore@lmsvsd.k12.ca.us

Gita Halderman, Northern District Director/  
 Legislation Chair  
 gitaha@scusd.edu

## **It's Time to Nominate .....**

**a Co-Worker for CAEOP's Educational Office Professional of the Year or Nominate your Boss for Educational Office Administrator of the Year!!!**

Nominations are now being accepted through January 7th for CAEOP's Educational Office Professional (EOP) of the Year or Educational Administrator of the Year (AOY). EOP nominees must be a current member of CAEOP, must be currently employed as an educational office professional or retired within the past twelve months, and must have been employed as an EOP for a minimum of three years in an education institution, agency, public or private school, college or university. AOY nominees must have been a school administrator for a minimum of (5) years, must be currently working as a school administrator and must be able to demonstrate support of educational office professionals, including encouraging their professional growth. Nominations forms can be downloaded online at [www.caeop.org](http://www.caeop.org), or by contacting CAEOP's Scholarship and Awards Chairman, Linda Rush, at [lrush@hemetusd.k12.ca.us](mailto:lrush@hemetusd.k12.ca.us).

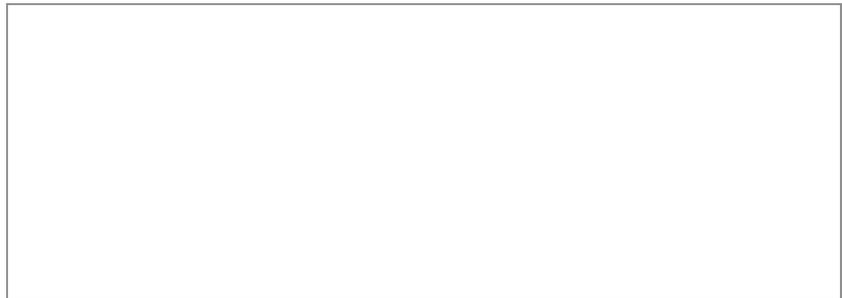


**CAEOP**

*Established 1950*

***www.caeop.org***

Sandy Loveless, Editor  
Kern High School District  
5801 Sundale Ave.  
Bakersfield, CA 93309



**From the words of Kay Lyons, this fits perfectly  
and may enlighten you:**

**YESTERDAY is a canceled check  
TOMORROW is a promissory note  
TODAY is the only cash you have,  
SO SPEND IT WISELY.**

