

# AEOE

Association of Educational Office Employees  
Los Angeles Unified School District  
*Serving Staff and Students since 1928*



## Message from the Board

Winter, 2010  
Rosemary Duff, Editor-in-Chief

## Life is a Game – Enjoy Every Move You Make!

### SPECIAL INTEREST ARTICLES:

- \* **RECOGNITIONS**
- \* **MEMBER SPOTLIGHT**
- \* **SPONSORSHIPS**



### BOARD MEMBER ZIMMER AND AEOE BOARD OF DIRECTORS

Our theme this year is “Life is a Game – Enjoy Every Move You Make.” We will be busy enjoying every moment of the year we have planned ahead.

With the Installation of our Board of Directors on September 12, 2009, we celebrated 81 years of service to the staff and students of the Los Angeles Unified School District. Our keynote speaker was newly elected Board Member Steve Zimmer, a 17-year LAUSD veteran teacher, counselor, and community activist. He praised our continuous years of work and dedication and presented each board member with a beautiful certificate of recognition.

California Association of Educational Office Professionals (CAEOP) President Kathryn Miller, along with CAEOP Vice President of Membership Kathy Ramos, was our installing officer. Kathryn also gave an update on CAEOP.

National Association of Educational Office Professionals (NAEOP) Southwest Director Becky Shipley

gave an update on next year’s national conference and the upcoming South-west Professional Days Conference.

Recognitions were given to Ira Ehrlich, our Webmaster who won third place at NAEOP for our website, and to Mike Krufka for his long outstanding financial contributions to AEOE.

We celebrated Helen Aposhian’s birthday; she has been a member of AEOE for 64 years. It was a very delightful social afternoon of celebration and conversation.

We will be continuing our college scholarship program; Administrator of the Year; Office Professional of the Year; Classified Administrator or Supervisor of the Year; Elementary Poster Contest, Middle and High Schools Writing Contest; and our professional development and/or tuition reimbursement program.

Several members have attended and will be attending a conference this year: OCAEOP Mini Conference, Southwest Professional Days Conference, CAEOP Conference, and/or NAEOP Conference.

Please do not hesitate to contact us if you have any questions. We look forward to a busy new year.

### HIGHLIGHTS:

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## AEOE Recognitions

It was a Crazy Good Year for us! We celebrated our 80<sup>th</sup> year of service to the staff and students of the Los Angeles Unified School District.

Governor Arnold Schwarzenegger sent a letter on behalf of all Californians, which stated, *“I applaud your dedication to the success of our students. By working side-by-side with teachers and administrators, you help to create a learning environment where young people can achieve their potential. Through your scholarship program, you have helped enhance the opportunities of California’s next generation, and I thank you for your many contributions.”*



Villaraigosa and City Councilmember Jose Huizar, 14<sup>th</sup> District, gave a beautiful recognition certificate that stated, *“Sincere Congratulations and Best Wishes on your 80<sup>th</sup> Anniversary Celebration.”*

The Los Angeles Unified School District Board of Education President Monica Garcia, along with Board Members Marguerite LaMotte, Tamar Galatzan, Marlene Canter, Yolie Flores-Aguilar, Julie Korenstein, and Richard Vladovic and Superintendent Ramon Cortines gave a Certificate of Recognition expressing their *“appreciation and commendation for our unique contributions to education and for our support to the office professionals, administrators, teachers, and students of our school district.”*

Chairman of the Board Don Knabe, along with County Supervisors Gloria Molina, Mark Ridley-Thomas, Yev Yaroslavsky, and Mike Antonovich gave a beautiful Certificate of Appreciation to us which read *“With Sincere Congratulations and Best Wishes, the Board of Supervisors of the County of Los Angeles does hereby join in your 80<sup>th</sup> Anniversary Celebration.”*

We received compliments from Wendy Macy, Director, Personnel Commission, and from Karla Gould, Training Manager, Organizational Excellence. They are very excited about our organization and look forward to sharing our goals with all classified staff members.

On behalf of the Residents of the City of Los Angeles, Mayor Antonio

## AEOE Award-Winning Newsletter and Website

We are very proud to say that our Fall, 2009 Newsletter won first place at the California Association of Educational Office Professionals Conference and first place at the National Association of Educational Office Professionals. Rosemary Duff was the Editor-in-Chief.

National Association of Educational Office Professionals Conference.

Our wonderful Webmaster is Ira Ehrlich, Technology Coordinator, at Langdon Elementary School. Ira has been our Webmaster for two years. This is the second time for him to win with NAEOP.

AEOE’s Website won third place in the paid professional category at the



*“By working side-by-side with teachers and administrators, you help to create a learning environment where young people can achieve their potential.”*  
Gov. Schwarzenegger



**2009/10 High School, Adult School, & Member Scholarship Recipients:**

Karla Acevedo	Wilson High School	Jenny Khanh	Wilson High School
Nadia Akram	Wilson High School	Boa Le	Wilson High School
Keth Sorpheak	Contreras Learning Complex	Yvonne Li	Franklin High School
Selina Alvarez	Wilson High School	Magnolia Maldonado	Arleta High School
Esteban Andrade	Polytechnic High School	Cesar Melendez	Belmont High School
Norma Arcos	Wilson High School	Vanessa Olmedo	Fremont High School
Zoljargal Badral	Hollywood High School	Eva Ortega	Dorsey High School
Ritchell Braganza	Kennedy High School	Lauren Park	Narbonne High School
Tran Brookshield	Carson High School	Ngoc Hanh Pham	Gardena High School
Cynthia Carvajal	Wilson High School	Sara Rodriguez	Jordan High School
Andrea Chavez	Taft High School	Esther Rubio	Jefferson High School
Alice Chin	Wilson High School	John Anderson Saltos	USC MAST High School
Crystal Duron	Arleta High School	Adrian Serrano	Wilson High School
Brittania Elias	Wilson High School	Jaycabelle Tadena	Polytechnic High School
Juan Angel Flores	Narbonne High School	Kevin Tran	Bravo Medical Magnet
Eduardo Flores	Wilson High School	Neil Yonzon	Carson High School
Melissa Gomez	San Fernando High School	Yuan Zhao	Verdugo Hills High School
Alberto Gutierrez	Wilson High School	Fangheng Zhou	Belmont High School
Adiel Pedraza	Santee Education Complex	Claudia Cayo	Garfield Community Center
Jenny Huynh	Verdugo Hills High School	Amalia Grandez	Evans Community Adult
Sandy Yoome Joung	Bravo Medical Magnet	Brittini Moroyoqui	CSU, Fullerton
Joel Julag-ay	Marshall High School		

**1st Annual Poster and Writing Contests Winners: Healthy Choices I Make**

**Elementary School Poster Winners:**

Anthony Collasco	Knollwood ES
Jackie Avila	Beckford ES
Brandon Lee	156 <sup>th</sup> Street ES
Emily Sim	Beckford ES
Abigail Endler	Castlebay ES
Erek Castro	Cienega ES
Yugyeom Lee	Andasol ES
Yechan Kim	Andasol ES
Paulo Hernandez	Leapwood ES

**Middle & High School Essay Winners:**

Jessica Kwon	32 <sup>nd</sup> Street USC
Manali Kulkarni	Lawrence MS
Paulina Jimenez	Sepulveda MS
Ashley Velasco	Contreras LC
Jesus Moran	Manual Arts HS
Arnulfo Moran	Manual Arts HS
Kariniana Cruz	Polytechnic HS



**Scholarship and Contest recipients were honored at our Annual Awards Luncheon. They were recognized for their outstanding academic excellence, creative writing, and awesome artistry skills.**



## Member Spotlight: Recognizing Helen Aposhian AEOE Member for 64 Years

Helen has been a member in good standing since 1945. She has served in many capacities on the Board of Directors for the Association and currently serves as retiree mentor for the current board members.

Today, she is still inspired by AEOE and shows her support by attending our Board meetings, Annual Installation Luncheon, Scholarship and Office Professional of the Year Luncheon, Scholarship and Office Professional of the Year Scoring Meeting, Winter Social, and various conferences. She is a valuable resource to the Association and brings with her many excellent ideas and ways to improve our professional lives.

Helen began working for LAUSD in February, 1942. She retired in June, 1983 as an Office Manager at Clover Elementary School. During that time she was offered a “Golden Handshake” and retired. While working for the District she worked as an Office Manager at 10 different elementary schools with 19 various administrators. She taught “in-service” classes for new office managers for over 10 years. After her first *retirement*, she worked part-time for the District’s Intern Program. She *retired* again in 2008. She continues to travel the world, and we love to hear about her adventures.

“*Helen A*” as we call her is well-loved, very knowledgeable, and is a valuable asset to all who know her. She is full of rich history of not only LAUSD and AEOE, but also CAEOP and NAEOP.

Helen has also been a member of CAEOP since 1951, holding continuous membership for 58 years. She joined NAEOP in 1962, holding continuous membership for 47 years. She received her Professional Incentive Program certificate in 1965.

We honor her for outstanding service and dedication to Association of Educational Office Employees – Los Angeles, to the California Association of Educational Office Professionals, and to the National Association of Educational Office Professionals.

We are proud to have Helen Aposhian as our Member and Mentor.

*Submitted by:  
Janet Davis-Sylvester, CEOE & AEOE Secretary*

### 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.

Get Professional Credit  
for what you have  
already done.  
Invest in Yourself!  
Apply with CAEOP for  
your Professional  
Incentive Program  
Certificate.

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



## AEOE 2010 Calendar of Events

March 2, 2010	Scholarship, Administrator, Classified Administrator/Supervisor, and Office Professional of the Year Screenings Applications - Postmark Deadline 5:00 p.m.
March 4-6, 2010	California Association of Educational Office Professionals Conference - Las Vegas, Nevada
March 13, 2010	Regular Board Meeting & Selection of Scholarship Recipients, Administrator, Classified Administrator/Supervisor, and Office Professional of the Year - Postmark Deadline 5:00 p.m.
March 22, 2010	Poster and Writing Contests – Postmark Deadline 5:00 p.m.
March 27, 2010	Poster and Writing Contests Screening & Luncheon Planning
April 18 – 24, 2010	Administrative Professionals' Week
April 21, 2010	Administrative Professionals' Day
April 24, 2010	81 <sup>st</sup> Annual Luncheon Honoring Scholarship, Administrator, Classified Administrator/Supervisor, and Office Professional of the Year Recipients – Quiet Cannon Restaurant
May 4, 2010	Teacher Appreciation Day
June 12, 2010	Regular Board Meeting & Planning Meeting for 2011
July 5-10, 2010	76 <sup>th</sup> National Association of Educational Office Professionals Conference - Kansas City, Missouri
July 14, 2010	Election Ballots for 2010/2011 Mailed out
August 4, 2010	Election Ballots - Postmark Deadline 5:00 P.M.
August 11, 2010	Regular Board Meeting and Ballot Counting
September 11, 2010	82 <sup>nd</sup> Installation Luncheon & Annual Business Meeting

*Dates are subject to change.*

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

## AEOE Sponsorships

AEOE co-sponsored with American Association of University Women for 100 high-school students to participate in a daylong program learning the basics of everyday budgeting. Living in the real world at an early age will not only help the students today, but also they will carry what they learned into the future preventing some mistakes along the way.

AEOE helped sponsor a field trip to Washington, D.C. for Berendo Middle School students and staff, which extended their education beyond the classroom.

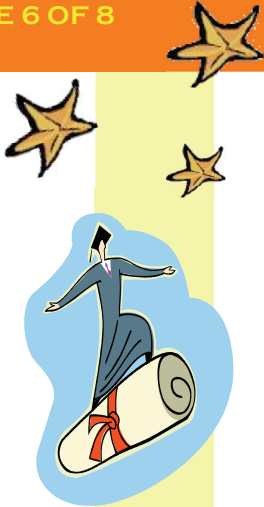


.....  
**Nominate your boss for  
 “Administrator/Supervisor  
 of the Year” or “Office  
 Professional of the Year.”**  
**See our website or call our  
 office manager for details  
 and forms.**  
 .....

.....  
*“Whether you think you  
 can or think you cannot,  
 you are right.”*

**Henry Ford**  
 .....





**Tuition Reimbursement Available . . . Up to \$500 per school year.**

*Please see our website for form or call our office for details.*



**Congratulations to AEOE President Rosemary Duff on being installed as CAEOP Recording Secretary.**

## **Board of Directors 2009/2010**

*Rosemary Duff*..... *President*

*Eva Overturf* ..... *Past President*

*Josephine Ruffin*..... *1<sup>st</sup> Vice President*

*Tina Galindo*..... *2<sup>nd</sup> Vice President*

*Susie Martinez*..... *Treasurer*

*Janet Davis-Sylvester*..... *Secretary*

*Maria Moroyoqui*..... *Retiree Representative*

*Vicky DeLeon*..... *Member-At-Large*

*Stella Miyashiro*..... *Member-At-Large*

*Mary Jordan*..... *Member-At-Large*

### **Retirees & Associate Mentors**

**Helen Aposhian, Helen Orchard, Mildred Fisher, and Catherine Woodruff**



**If you controlled everything, you would not have a game.  
There would be no unpredictable factors, no surprises in life.  
If you could predict the course and action of every event,  
you probably would have no interest in it.  
Life is a race with ups and downs.  
All you have to do to win is rise each time you fall.  
Enjoy each and every move!**



## Education and Networking Opportunities

### California Conference

The California Association of Educational Office Professionals' 60<sup>th</sup> Annual Conference is March 4–6, 2010, in Las Vegas, Nevada.

Learn from your peers and receive cutting-edge information. In addition to great keynote speakers, workshops will include: "Mock Board Meetings & Robert's Rules of Order," "The Grass is Greener," and "Retiree Workshop."

Please contact CAEOP for details.



### National Conference

The National Association of Educational Office Professionals' 76<sup>th</sup> Annual Conference is July 5–10, 2010, in Kansas City, Missouri.

Join your colleagues from across the nation. There will be plenty of learning and networking opportunities. It is a non-stop week of workshops and educational credits.

Once you attend a national conference, you will always attend.

Please contact NAEOP for details.



### Websites to Visit

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

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

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

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

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

LAUSD Organizational Excellence (LAUSD)  
<http://lausdjobs.lausd.k12.ca.us/oeapp/index/index.asp>



Step out of your comfort zone at least once each week and create over 50 additional opportunities for excitement, challenge, and possibility each year. This is what life's about.



# Membership Application for AEOE - LAUSD

**ASSOCIATION OF  
EDUCATIONAL  
OFFICE EMPLOYEES —  
LOS ANGELES**

**5710 E. BEVERLY BOULEVARD  
LOS ANGELES, CALIFORNIA  
90022**

**PHONE:  
323.725.7266**

**FAX:  
323.725.6266**

**WEBSITE:  
WWW.AEOE-LAUSD.ORG**



**LIFE IS A GAME —  
ENJOY EVERY MOVE  
YOU MAKE.**



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



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.

