

AEOE NEWSLETTER

ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES
LOS ANGELES UNIFIED SCHOOL DISTRICT



Serving Students, Parents, and Staff Since 1928

Rosemary Duff, Editor-in-Chief
Winter, 2011

What's the Buzz All About!

Special Interest Articles:

- * Conference
- * Member Spotlight
- * Sponsorships



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AEOE

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It was a wonderful year full of excitement celebrating our 82nd year of service to the students, parents, and staff of Los Angeles Unified School District.

AEOE is here to encourage and support our fellow office professionals and students by continuing our member college and professional development tuition reimbursement program.

Our 81st Annual Awards Luncheon was a huge success with 170 people in attendance and was one of the largest AEOE events in decades. The event was enjoyed by all and will be remembered by the many awardees and their friends and family and AEOE members for a long, long time. It was definitely a main highlight of the year.

We held our 2nd Annual Poster Contest for K–5th grades and the Writing Contest for 6th–12th grades. The theme was “Healthy Choices I Make.” We received hundreds of awesome posters and triple the amount of creative writing submissions from our first year.

AEOE awarded scholarships to 40 college-bound high school seniors, 5 adult school students, and 1 member grandchild scholarship. We were thrilled to honor Tosha Davis as our Classified Supervisor of the Year.

AEOE won 1st place at the National Association of Educational Office Professionals for our newsletter in the non-professional category. AEOE’s

website won 2nd place. Our website is full of information and is user friendly.

Jumping right into the new year, our installation ceremony and annual business meeting was held in September and plans for the new year were immediately underway.

President Rosemary Duff is the Recording Secretary for the CAEOP. Secretary Janet Davis-Sylvester, was appointed as the Southwest Area Representative for NAREOP for 2010–2011 and was elected to the NAEOP Professionals Standards Program (PSP) Committee. Past President Eva Overturf served as Co-Chair on the NAREOP White Rose Ceremony Committee at the national conference. Congratulations to them all!

Very exciting news . . . the NAEOP July, 2012 Conference will be in Costa Mesa, and AEOE is very involved on the “West Coast Swings” conference planning committee. Stay tuned for details.

Being involved with AEOE is a rewarding experience. Working with and being friends with a group of fellow office professionals is something that can enhance one’s life through all the opportunities to learn from others and to be given the chance to share experiences and knowledge.

Please join us at our Annual Awards Luncheon, on April 30, 2011, at *Quiet Cannon* Restaurant, to see what all the excitement is about.

Attending a National Annual Conference

“Let’s work together so we can all make a difference.”



I was appointed to be the delegate for AEOE-LA, for the 76th Annual Conference in Kansas City, Missouri. As a delegate, I represented our association at the Advisory Council Meeting, which is held annually at the conference. The Advisory Council is the meeting forum for the associations that have affiliated with the national association. It is composed of one delegate from each affiliate. The delegate must be a member of the national association.

I was elected at the Advisory Council meeting to serve on the Professional Standards Program (PSP) Committee for the 2010–2011 year. Lisa Morehouse, CEOE, from Nebraska, is Chairman of the PSP Committee. I will assist her and encourage as well as help others who want to earn their PSP.

Now that I am retired from LAUSD, I am eligible to attend some of the retiree functions. The first one was

the NAREOP Board Meeting. This is the *National Association of Retired Educational Office Professionals*.

I attended my first retiree breakfast and was installed as the Southwest (SW) Area Representative. I was appointed to their Board of Directors as the SW Area Representative for the 2010–2011 year. The theme chosen by our NAREOP President was “Making a Difference.”

I’m looking forward to working with our NAREOP President, Shirley Haswell, from Texas, as well as our NAREOP President, Kathy Lech, CEOE, from Washington.

Let’s work together so we can all “Make a Difference.” If you have any questions or concerns, contact me at jansly@sbcglobal.net.

Submitted by
Janet Davis-Sylvester, CEOE
Secretary, AEOE – Los Angeles



Thank you, AEOE, for My Scholarship

“You inspire me and motivate me by showing you believe in me.”

“I want to thank you from the bottom of my heart for selecting me as one of your scholarship recipients. This will provide me with a stepping stone from which I can continue my journey to pursue my goal and accomplish my dream of becoming a physician. This is a wonderful opportunity for me.”

—J.Y.

“I want to take this opportunity to thank you for all your support and help. Without your scholarship, my first year of college would have been very difficult. I want to express my gratitude toward people like you. You inspire me and motivate me by showing me you believe in me.

Thank you!”

—K.C.

Honoring Students

\$110,000 in Scholarships and \$2,225 in Contest Awards



Poster Winners

Elluah Yi and Hana Choi, Wilton Place ES; Declan Rendon, Broad Avenue ES; Michelle Chung, Kim ES; Rok Seo, Cahuenga ES; Megan Lee and Amanda Lee, Balboa Magnet ES; and Juan Martinez and Jesse Figueroa, Latona ES.

Essay Winners

Rose Bonakdar, Nobel MS; Tim Wong, Hale MS; Naomi Roth, Marina del Rey MS; Allen Rojhani, North Hollywood HS; Karen Encisco, Orthopaedic HS; Insuah Cho, LACES; Karla Landaverde, Contreras LC; and Yaneli Ruelas and Juan Mendoza, Harbor Teacher Academy.

Scholarship Awardees

Susana Ibanez, Bell HS; Antonio Miranda, Belmont Career Center; Grace Contreras and Azniv Mary Galstyan, East Valley HS; Jial Dong, Evans Community Adult; Mariana Franco, Maryeline Alvarenga and Lianne Miranda, Poly HS; Luis Antezana, Franklin HS; Marichuy Gomez, Garfield HS; Jasmine Torres, Hollywood HS; Pamela Akametalu, Ant'Quinette Jackson, Ashley Lewis, Ulises Munoz, and Montiera Straughter, King/Drew Magnet HS; Joanne Kim Yi, LACES; Guang Lin Li and Julia Shin, Los Angeles HS; Alejandra Pulido, Maywood Academy HS; Regina Harris, Middle College HS; Herbert Castillo and Kimberly Campos, North Hollywood HS; Yenni Arias and Jennifer Yee, Orthopaedic Hospital Medical Magnet; Grace Phang, Reseda HS; Cristina Barajas, Patricia Vargas, and Mireya Zepeda, San Fernando HS; Lily Chao, San Pedro HS; Edgar Morales and Neydi Zenteno, Santee Education Complex; Irma Gonzales and Maria Del Carmen Hernandez, South Gate Adult School; Yuliana Suarez, Southeast HS; Auburn Jimenez, St. John Bosco HS; Jenny Becerra, Maria Huerta, and Ashlee Sandoval, University HS; Daisy Moreno, Vaughn International Studies; Georgina Martinez, Ellen Pan, Crystal Ramos, and Leega Tran, Verdugo Hills HS; Keirin Lazo, West Adams Preparatory; and Cindy Lee, Wilson HS.

“By recognizing our students’ persistence and desire to pursue their educational goals and artistic skills, we also honor their support team — family, friends, teachers, office support staff, and principal,” said President Rosemary Duff. “AEOE commends you for your dedication and passion to meet every child’s needs and supporting their dreams.”





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 Janet Davis-Sylvester

Member Spotlight Recognizing Susie Martinez, CEOE AEOE Member for 45 Years

Susie Martinez, CEOE, joined AEOE on June 17, 1966, and has always enjoyed receiving newsletters and professional development information. It was after her son was awarded a college scholarship that she became very interested in exactly what the organization was about and liked what she saw. She realized that AEOE was not a union but was an organization for professional employees. Enjoying local affiliate fellowship, she joined CAEOP, NAEOP, and NAREOP.

Susie has held the positions of treasurer and retiree representative and has served on several committees as well as serving as the liaison for the State of California with the NAEOP Foundation and recently earned the national distinction of Certified Educational Office Employee.

Proudly dedicating herself to public education for over 37 years, she worked at four schools and three central office departments. Starting out as a clerk typist, then as an intermediate clerk typist, school administrative assistant, and culminating her career as a fiscal specialist and as a mentor for new and aspiring administrators.

Susie and her husband Ray enjoy spending time with their children, grandchildren, and great-grandchildren; love to travel; and pet abandoned animals at the shelter. She is the Red Hat Queen of the Red Hot Pals of La Mirada.

"I invite everyone to join our Association and to become involved

with our board. We do so many worthwhile things by providing student scholarships, honoring administrative and office professionals, writing and essay contests, co-sponsoring events for schools, dictionary giveaways, and supporting organizations that help our employees and students and their families," Martinez said. *"I am a member of AEOE because of the longtime fellowship and the feeling that I am doing something worthwhile for the students of LAUSD."*

A quality that we love about Susie is that she recognizes the potential for greatness in everyone and taps into that potential with encouragement, order, support, and respect. We are proud to have Susie as an AEOE family member and thank her for her commitment to educational office professionals, staff, students, and parents throughout our district.

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

AEOE 2011 Calendar of Events

January 8, 2011	Regular Board Meeting and Selection of Employees of the Year
January 15, 2011	NAEOP PSP and CAEOP PIP Applications – Postmark Deadline
February 28, 2011	Scholarship Applications – Postmark Deadline 5:00 p.m.
March 4-5, 2011	California Association of Educational Office Professionals Conference – Queen Mary Ship, Long Beach, California
March 13, 2011	Regular Board Meeting and Selection of Scholarship Recipients
March 22, 2011	Poster and Writing Contests – Postmark Deadline 5:00 p.m.
March 26, 2011	Poster and Writing Contests Screening and Luncheon Planning
April 25–29, 2011	Administrative Professionals’ Week
April 27, 2011	Administrative Professionals’ Day
April 30, 2011	82 nd Annual Luncheon Honoring Scholarship, Administrator, Classified Administrator/Supervisor, and Office Professional of the Year Recipients – Quiet Cannon Restaurant, Montebello, California 11:30 a.m.
May 3, 2011	Teacher Appreciation Day
June 11, 2011	Regular Board Meeting and Planning Meeting for 2012
July 18–22, 2011	77 th National Association of Educational Office Professionals Conference – Charleston, South Carolina
July 14, 2011	Election Ballots for 2011/2012 Mailed out
August 4, 2011	Election Ballots – Postmark Deadline 5:00 P.M.
August 13, 2011	Regular Board Meeting and Ballot Counting
September 10, 2011	83 rd Installation Luncheon and Annual Business Meeting

Dates are subject to change.

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

AEOE Sponsoring Events

\$25 Gift certificates were provided for 20 teenagers for the Winter Holiday at Alexandria House, which is a transitional residential home providing safe and supportive housing for women and children in the process of moving from emergency shelter to permanent housing and educational opportunities.

Plans are now underway for giving dictionaries to 450 third graders at Normandie Avenue Elementary School and to also co-sponsor an event with the Friends of Los Angeles School Police for a much-needed school supplies give-away to students.

We are very excited about our plans for 2011 and for the “West Coast Swings” 2012 national conference in Costa Mesa, California. We welcome your suggestions and expertise.

Some Thoughts for the Administrative Professional . . .

“When is it convenient for you?”

When you ask what’s convenient for them, your constituents will be pleasantly surprised and the task will go more smoothly.



“I apologize for our mistake. Thank you for bringing it to our attention. Let me make it right.”

When something goes wrong, people just want to be heard and acknowledged. So listen. Apologize. Then ask what you can do to make it right.



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

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



“When Ms. Davis takes on difficult projects, she sees them through to successful completion.”

Board of Directors 2010/2011

Rosemary Duff, CEOE, President rosemary.duff1@gmail.com
Eva Overturf, CEOE, Past President richard.overturf@sbcglobal.net
Susie Martinez, CEOE, Treasurer susie.martinez@att.net
Janet Davis-Sylvester, CEOE, Secretary jansly@sbcglobal.net
Maria Moroyoqui, Retiree Representative... elvamoroyoqui@sbcglobal.net
Vicky DeLeon, Member-At-Large..... mvd6878@lausd.net
Stella Miyashiro, Member-At-Large office.manager@aeoe-lausd.org
Mary Jordan, Member-At-Large office.manager@aeoe-lausd.org

Retirees and Associate Mentors

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

AEOE’s Classified Supervisor of the Year



Our 2010 AEOE’s Classified Supervisor of the Year was Tosha Davis. She is someone who is admired and respected throughout the District because she is dependable, efficient, accurate, and unfailingly punctual. When she takes on difficult projects, she sees them through to successful completion. Her philosophy: “It is all about the details.”

Her skills do not end with technical office tasks. Because Tosha has carefully crafted her skills and knowledge of all LAUSD’s intricate systems, she is extremely helpful to others. She always projects a warm, cheerful attitude to all co-workers. Many have seen her resolve conflicts and handle difficult situations with remarkable patience and admirable tact. She loves people, works hard, and always tries to lift the spirits of those around her. We believe these characteristics represent all that is good in LAUSD. *Congratulations, Tosha — a true treasure of LAUSD.*

Find out April 30th who this year’s “Administrator of the Year” will be. Look for an application form next November for nominating your boss or co-worker next year.

Education and Networking Opportunities

61st Annual California Conference

“Sail Away with CAEOP”
March 4–6, 2011
Queen Mary
Long Beach, California

Learn from your peers and receive cutting-edge information. In addition to great keynote speakers, workshops will include: “Googledoc.com,” “Marching to the Beat of a Different Drummer,” “Are the Sacred Cows in Your Pasture,” and the Fox TV showcased seminar “Crime Stop U.S.A.”

While staying on the Queen Mary, you will learn more about the history and mystery of the ship by taking a tour.

Please contact Gita Halderman, Registrar, gitaha@sac-city.k12.ca.us or see CAEOP’s website for details.



77th Annual National Conference

July 18–22, 2011
Embassy Suites, Airport Center
Charleston, South Carolina

Join colleagues from across the nation. There will be plenty of learning and networking opportunities enjoying a non-stop week of keynote speakers, briefings, and institutes all while earning educational credits.

Take this opportunity to explore a beautiful historic city deep in the heart of the south and experience the local charm and customs, dine on southern favorites and some of the best seafood in the world, all while you learn and laugh with NAEOP.

Please contact the Registrar at 316.942.4822 or see NAEOP’s website for details.



Websites to Visit

Association of Educational Office Employees – Los Angeles (AEOE)
aeoe-lausd.org

California Association of Educational Office Professionals (CAEOP)
caeop.org

Southwest Area Educational Office Professionals (NAEOP)
naeop.org/area_southwest.htm

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

Los Angeles Unified School District (LAUSD)
lausd.net

LAUSD Workforce Management Classified Training Branch (LAUSD)
<http://lausdjobs.lausd.k12.ca.us/oeapp/index/index.asp>

More Thoughts for the Administrative Professional . . .

“I am not sure, but
I will find out
for you.”

It is okay if you
don’t know the
answer. Be sure to
get back to them.



“Thank You.”

Think about how
often you get
thanked and how it
makes you feel
when you do.



“How may I help
you?” “What else
may I do for you?”

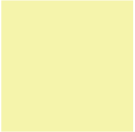
Be prepared to go the
extra mile.



Customer Service
is an attitude,
not a department.

The customer does
not care how much
you know until they
know you care
about them.

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



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**Life is a Game — Enjoy
Every Move You Make.**

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.