

ONTARIO-MONTCLAIR ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

MISSION STATEMENT: OM-AEOP is a nonprofit organization that focuses on philanthropic endeavors to benefit Ontario-Montclair School District students and community and endeavors the professional growth of OM-AEOP members.

OM-AEOP

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PRESIDENT

Virginia Riley

Administrative Services

PAST PRESIDENT

Lowanna Owens

Superintendent's Office

VP PROGRAMS

Diane Beltran

Print Shop

VP MEMBERSHIP

Alicia Oritz

Vista Grande

SECRETARY

Leigh Ann Severin

PPS

TREASURER

Shirley Maynor

Switchboard

NEWSLETTER

Elena Reyes

School Accountability

HISTORIAN

Valerie Robledo

Materials Center

CHARTER PRESIDENT/SUNSHINE

Margaret Perez

CWA

PRESIDENT'S MESSAGE

It's hard to believe that as we come to the end of the 2005-2006 school year, we are in the third month of our 2006-2007 OM-AEOP year. We have certainly gotten off to a great start!

Membership to date is awesome. We ended the club year on March 31 with 56 members. With a little more recruitment effort along with member renewals, we can move right up to 60 members. So, the challenge is on!

We started the year off with an Installation of Officers dinner held in April. Charter President Margaret Perez installed our incoming 2006-2007 Board. Approximately 28 members were on hand for a great dinner and lots of fun and socializing.

To date, we have already sponsored a couple of very positive

service projects. We awarded scholarships for students to attend outdoor camp along with six middle school Student Recognition Awards. Another service project, our annual Toiletry Items Collection, is currently ongoing.

To fund these and other service projects, we co-hosted the end of the year Clerical Luncheon where we held opportunity drawings with the proceeds going into our treasury. We also sponsored a very successful fundraiser with the sale of our first ever OM-AEOP Recipe Books. The proceeds from the opportunity drawings and the sale of recipe books will go far in allowing us to continue to sponsor service projects that benefit our members, students, and the community.

As you can see, we are off to a great 2006-2007 OM-AEOP



year! Let's keep up the momentum by continuing to recruit new members, attending meetings, and bringing forward your ideas for additional fundraisers and service projects. All great projects start with one good idea. Let us hear your suggestions and ideas.

Remember—Together Everyone Achieves More (T.E.A.M.).

Virginia Riley, President

RECIPE BOOK FUNDRAISER EXCEEDS GOALS

Just in time for Mother's Day, the first ever OM-AEOP Recipe Book came off the Print Shop presses! This has been our most successful fundraiser to date. Originally, 100 books were printed and those sold out on the first day! An additional 150 books were then printed. Almost 200 of the recipe books have been sold. Thank you to all OM-AEOP members who submitted not only their own favorite recipes,

but also asked friends, family, and co-workers for their recipes.

A big "Thank You" to Diane Beltran and Amber Hartsell who did a great job of collecting all the recipes and categorizing them for sections of the book and to Valerie Robledo, Material Center, for putting her talents to work on designing the "artistic" book cover. Also, thank you to the Print Shop

staff for allowing us to contract for their printing services.

Recipe books are still on sale--\$6 each or two for \$10. Contact Diane, Amber, or President Virginia.

You might want to start setting aside your favorite recipes for volume 2!!

YEAR END CLERICAL LUNCHEON

The clerical staff at Mariposa School and OM-AEOP co-hosted this year's Annual Clerical Luncheon held on Friday, June 2 at Don Jose's Mexican Restaurant, Montclair. There were approximately 106 OMSD clerical staff members in attendance. As each person registered at the door, they received an opportunity drawing ticket for one of the many, many door prizes. Just about everyone in the room took home a door prize! Opportunity drawings were also held for a 50/50 raffle and several baskets with the \$350 proceeds going to supplement the OMSD Clerical Fund. Rosie Pacheco, De Anza Middle School, won the \$156 share of the 50/50 drawing.

OM-AEOP held opportunity drawings for 2 baskets and a money tree with the \$339 proceeds going to support ongoing service projects. Carol Arrington, Maintenance

& Operations, won the money tree, which held \$60 cash along with a \$50 Red Lobster gift certificate.

Annabel Herrera, Kristina Velazquez, and Pilar Rodriguez from Mariposa School did an awesome job of coordinating the many luncheon details, including menu selection, distribution of flyers, taking reservations, collecting money, set-up, etc. Thank you Ladies!

OM-AEOP members who arrived early to assist with the set-up included Virginia Riley, Margaret Perez, Josie Mejia, Bernice Pantoja, Amber Hartsell, and Diane Beltran. OM-AEOP was responsible for soliciting and collecting many of the door prizes. Thank you to Diane and Amber for sending out letters of solicitation to local businesses.

Door prize donors included: Applebee's, Baskin Robbins,

Diane Beltran, Boston's Restaurant, Greg Boutte (Valley Wireless), Diana Campa, Pat Cartwright, Cindy Coats, Costco, Eagle Offset, Mary Francis, Foothill Vacuum, Amber Hartsell, Kacey Hensley, Kathy Hoover, In N Out Burgers, Kengraphics, Frances Lopez, Roxanne McGowan, Medieval Times, Jose Mejia, Eva Moyers, Mrs. Nelson's Toy & Book Shop, Bea Ochoa, Ontario Bakery, Alicia Ortiz, Joy Parker, Patton's, Margaret Perez, Pioneer Stationers, Pomona Valley Mining Co., Ramada Inn, Virginia Riley, Leigh Ann Severin, Jody Tope, Vince's Spaghetti, Jim Kidwell, Bruce Lauria. We apologize for any names inadvertently left off this list.



Rosie Pacheco



Allene Adams, Kristina Velasquez, Pilar Rodriguez, Annabel Herrera



Amber Hartsell, Bernice Pantoja, Diane Beltran, Diana Campa

MIDDLE SCHOOL STUDENT RECOGNITION AWARDS

For the second year, OM-AEOP sponsored a middle school student recognition award. The OM-AEOP award recognizes an eighth grade student at each OMSD middle school who has displayed outstanding academic achievement, classroom performance, good citizenship, and exceptional leadership skills. Each student received a \$50 gift card from Barnes & Noble Bookstore and a recognition certificate. The awards were presented at each school's scheduled end-of-the-year awards assembly/promotion ceremony.

Students selected by their respective schools to receive this year's OM-AEOP Student Recognition Award are:

De Anza Middle School - Tommy Nguyen, Student of the Year

Oaks Middle School - Patricia Flores, Outstanding Student

Serrano Middle School - Kyle Garozzo, Outstanding Academic Achievement

Vernon Middle School - Carina de la Cueva, Outstanding Student

Vina Danks Middle School - Gabriel Sequeida, Outstanding Student

Wiltsey Middle School - Paola Sandoval, Outstanding Student

OM-AEOP congratulates this year's recipients.



NOTABLE NOTES

Our best wishes to OM-AEOP 2005-06 President-Elect Diana Campa (Information Services) who not only “celebrated” her birthday on June 9 but also her last day at OMSD. She is retiring after 29 years of service! Diana will be sorely missed by all her co-workers at OMSD and by OM-AEOP.

Congratulations to Diane Beltran’s daughter, Rhonda, on receiving her BA in Human Resources from the University of Phoenix on June 3.

Co-workers at Edison School recognized their Office Manager, Kim Lauria with the *Perfectly Seasoned Award* for being the longest service office manager at OMSD. Congrats Kim, you are so loved!

Tony, son of Elena Reyes, in School Accountability, is in a band called *Los Abandoned*.

Their album is due out on September 12th and the band will be touring across the country starting July 1.

Aimee Vargas at Vineyard School celebrated her brother’s graduation from Rialto High School on June 6 and then again celebrated his birthday on June 7!

From Bruce Lauria, Principal, Vista Grande School: Dear Virginia and OM-AEOP Board Members: Thank you so much for sponsoring two Vista Grande 6th grade students at the outdoor education camp in Running Springs. I went up there myself and saw the joy on the faces of our students. They certainly had a wonderful time. Your generosity is most appreciated. Thanks again!

From Superintendent Dr. Sharon McGehee: OM-AEOP Membership—I just wanted to

thank you all for the wonderful honor you bestowed on me. Being recognized by CAEOP as your “Administrator of the Year” took my breath away. My husband and I enjoyed the luncheon and seeing so many of OMSD’s finest there. My plaque is proudly displayed in my office. Stop by anytime to see it. Thank you again for this recognition and for all you do on a daily basis for our staff and students!

Congratulations to Rosemary Lewis, former OMSD Office Manager, is being honored as Best Teacher of the Year by the Fontana Unified School District. Way to go!

Karen Neuber, Joni Stallings, Valerie Robledo, Instructional Services, and Thomas Tan, Info. Services, are receiving the CalSPRA Outstanding Communicator Award for the development of the OMSD EXPO. Congratulations!

Send in your Notable Notes to Elena Reyes, School Accountability.



NEW MEMBERS

If you happen to cross paths with one of our new members, make sure and say hello. Sherrie Mittan, Research & Accountability, Flavio Medina,

Human Resources, and Stella Reina, Operations are our most recent recruits. Welcome to OM-AEOP!

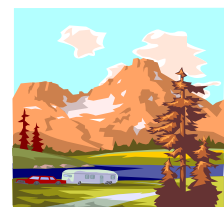


OUTDOOR CAMP SCHOLARSHIPS

By consensus of the OM-AEOP Board, two full-price fees in the amount of \$230 each were allocated as a service project for Vista Grande School. The fees were used at the discretion of staff to be divided by two full-price sponsorships or partial

sponsorships for several students. The sixth grade students at Vista Grande School attended the outdoor science camp in Running Springs the week of May 22. One of the sponsorships was used for a student whose parents both lost their jobs in

the same week and without financial assistance, he would not have been able to participate. Thank you to Alicia Ortiz for bringing this service project suggestion to the Board.



PROFESSIONAL GROWTH

Telephone Etiquette

Every time you make or receive a telephone call at work, you are representing yourself and your department. The impression you create will be a lasting one. Make sure your voice and mannerism reflect that you are alert and at your best!

Answering the Phone

Answer promptly on the first ring, if possible.

Identify Yourself

Answer by giving the school name and your own name. Example, "Green School,

Mary speaking." The caller should then identify himself/herself and give a reason for calling. Pronounce the caller's name distinctly and repeat it frequently.

Be As Helpful As You Can

To avoid unnecessary delays, handle as much of the situation as you can yourself.

Leaving the Line

If you need to leave the line to obtain information, it is courteous to give the caller the option of waiting or being called back. You may ask, "Would you prefer to hold?" or "Shall I call you back?"

Tips for Creating a Good Image

- Use basic phrases of courtesy:
 - May I help you
 - Please
 - Thank you
 - You are welcome
- Avoid slang.
- Do not chew gum/food.
- Keep your promises.
- Smile while speaking. People can "hear a smile" over the phone!



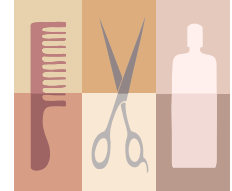
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CURRENT SERVICE PROJECT

Toiletry items collection for donation to a local community service organization is ongoing through the end of June. Collection boxes are located at the Briggs Center,

in the hallway, in front of the Administrative Services Office or you can send via school mail or call for a pick-up. We are looking for travel size toiletry items. Contact

is Virginia Riley at extension 6477. We will notify members by e-mail regarding a work party for sorting and packaging the items.



JUNE MEMBERSHIP MEETING

At the June 7th Membership Meeting we had guest speaker, Sue Gensel, from Slim N Tone in Ontario. She has been a fitness instructor for 28 years and spoke on

the benefits of exercise for fitness and good health. She answered questions from our members and offered passes to Slim N Tone and a no-fee registration for any-

one interested in joining. After the presentation, a brief business meeting was held which included discussion on future service projects and the Bosses Day Luncheon.



CALENDAR OF MEETINGS & EVENTS

- Friday, June 2—1:30—3:30 PM OMSD Year-End Clerical Luncheon—Don Jose's Restaurant, Montclair
- Wednesday, June 7—4:30 PM Membership Meeting, Briggs Center, Room D2
- Friday, June 30 End of Toiletry Item Collection
- Wednesday, July 5—4:30 PM (CANCELLED) OM-AEOP Board Meeting, Briggs Center, Room A
- Wednesday, August 2—4:30 PM OM-AEOP Board Meeting, Briggs Center, Room A
- Monday, August 28 Items for September Newsletter Due In
- Wednesday, September 6—4:30 PM OM-AEOP Membership Meeting, Briggs Center, Room tbd



