

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 EXECUTIVE BOARD

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Virginia Riley

Administrative Services

PAST PRESIDENT

Lowanna Owens

Superintendent's Office

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CWA

PRESIDENT'S MESSAGE

Our first ever Recipe Book fundraiser was an overwhelming success! To date, we've accounted for selling over 200 books. Who knew that OMSD clerical employees had such a wealth of favorite recipes to share? There are still some books left. You can contact Diane or Amber in the Print Shop to make a purchase.

We finalized our annual Toiletry Items Collection service project. While we didn't have as large a collection of the travel size toiletry items, we did receive several boxes of the larger economy size items. We were able to fill over 20 individual hygiene bags for students and donate the larger items to families that qualify as homeless within OMSD. Another service project, just completed was the filling of 30 backpacks. We donated the backpacks to the six middle schools to be distributed to

students. Again, members came through with donations of lots and lots of school supplies.

We are now gearing up to host our 2nd Annual Bosses Day luncheon. By consensus of the Board and Membership, the luncheon will be catered this year. There will be a minimal cost to members and our Bosses) will attend free.

I hope all of our current members continue to spread the word about OM-AEOP in an effort to recruit new members. Membership stands at approximately 56 members. Our challenge is to get that number up over 60! Please take the time to tell a co-worker about OM-AEOP and invite them to attend a meeting or assist with a service project. You'll be glad you did....and so will they.



While OM-AEOP is a fairly "new" organization in OMSD, we have some very conscientious, eager, and supportive members. Everyone is always ready to participate in our fund raising efforts and/or assist or donate to our service projects. As President, I am so appreciative of every member's efforts. Let's continue to go from good to great!

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

Virginia Riley

SECOND ANNUAL BOSSES DAY LUNCHEON

OM-AEOP will host the 2nd Annual Bosses Day Luncheon on Tuesday, October 17, 11:30 AM to 1:30 PM (open seating, no set time) at the Briggs Center—Rooms B1/B2. By consensus of the Board and Membership, this year funds will be allocated to have the lunch catered by "Latin Spice Catering." The menu will feature a Mexican Buffet.

Also, by consensus of the Board and Membership, the cost of the luncheon will be \$10 for members with our bosses attending free. The \$10 will be used to partially offset the cost of catering. An information/RSVP flyer will be mailed to all members in a couple of weeks. Members need to RSVP for themselves and their bosses so that we can have an accurate meal count.

National Bosses Day is always celebrated on October 16, regardless of day of the week. The origin of Bosses Day dates back to 1958. Patricia Bays Haroski, an employee at State Farm Insurance in Illinois, registered it with the U.S. Chamber of Commerce. Ms. Haroski chose the date because it was her father's birthday. Who was her boss? Her father.

TOILETRY ITEMS COLLECTION

Our annual Toiletry Items Collection was completed during the summer. After all the items were categorized and sorted, we were able to assemble 23 individual hygiene bags, which will be distributed by OMSD Health Services staff to students in our district.

Also, thanks to Cynthia Loria and the staff at Central School, we collected lots and lots of items—shampoo, lotion, deodorant; paper products—Kleenex, bathroom

tissue; cosmetics; and other items more suitable for adults/families. These items were sorted into larger boxes by Keren Noble and Linda Vicario (PPS). The boxes will be distributed to families within OMSD who qualify as homeless under the McKinney-Vento guidelines. Thank you to Keren and Linda for helping us out.



MIDDLE SCHOOL BACKPACKS SERVICE PROJECT

The OM-AEOP service project in September was to purchase and fill backpacks for our six OMSD Middle Schools. It was decided that each Middle School would receive two backpacks, per grade level—i.e. DeAnza has grades 6-7-8, they received 6 backpacks. Student designation to receive the backpacks was left up to the discretion of school administrators. OM-AEOP expended \$293.31 for the purchase of 30 backpacks. Members donated all of the school supplies, including pens, pencils, washable markers, notebook paper, binders,

folders, spiral notebooks, and much more. Thank you Lowanna Owens, Shirley Maynor, Virginia Riley, Donna Bradley, Margaret Perez, Leighann Severin, Chris West, Alicia Ortiz, Amber Hartsell, Neva Grzeskiewicz, Rebeca Orozco, Eva Moyers, Stella Reina, Pam Ryan, Diane Beltran, Terri Douglas, Kathy Tietz, Valerie Robledo for their generous donations.

Thank you to the “work crew” who spent part of a lunch break putting the supplies into the backpacks—Stella Reina, Diane Beltran, Amber Hartsell, Terri Douglas, and Kathy Tietz.

A special thank you to Rich Riley, Assistant Principal, Vernon Middle School, who accompanied President (and wife) Virginia to the local K-Mart to purchase the backpacks.



CAEOP STATE CONFERENCE

The California Association of Educational Office Professionals (CAEOP) annual State Conference will be held this year on March 8-11, 2007 at the Best Western Grosvenor Hotel, San Francisco. CAEOP President Darin Reed

(Laguna Beach Unified SD) and his Board are planning a top-notch conference program. Put the dates on your calendar and let's plan to have a good showing of OM-AEOP members in attendance. We'll pass along

conference information as it becomes available, or you can log on to www.caeop.org



NOTABLE NOTES

OM-AEOP President Virginia Riley and husband Rich (Asst. Principal, Vernon Middle School) celebrated their 25th anniversary on August 7. They took a pre-anniversary trip to Santa Barbara at the end of July. Congratulations!

Congratulations to Cynthia Loria (Central) and husband, Tom, on renewing their wedding vows on their 30th Anniversary. Also, congratulations to Jody Weeks (Moreno) and husband George on their 30th anniversary. The happy couple went on a cruise to Alaska together.

Shirley Maynor, became a great-grandmother again! Nathen Andrew Widmer, born 6/19/06 at 8:41 a.m. This big boy weigh in at 8 lbs. 11 ozs and was 19 3/4" long! This is Dawn Widmer's second grandson.

Pam Ryan and her husband Tom celebrated their 25th wedding anniversary on September 19. Congratulations to both of you!

Allene Adams will be retiring from OMSD on October 20, 2006.

Anke Franklin's twin daughters received their Masters this year. In April, Gina received her Masters of Management and Human Resources from the University of Phoenix. Riann received her Masers of Education from CSU, San Bernardino in June.

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



MORE SERVICE PROJECTS AND FUND RAISERS

Halloween/Harvest Theme Basket Opportunity Drawing—in October, we will be assembling a "Halloween/Harvest" theme basket for opportunity drawing as a fund raiser. Members are asked to donate appropriate theme items they might have. Send items to President Virginia in the Administrative Services Office. Or come by and drop in the basket. Tickets will be sold at \$1.00 for 1 or \$5.00 for 6. The drawing will be held on Wednesday, October 18 (the day after our Bosses Day Luncheon).

Food Collection Service Project—in November, we plan to sponsor a non-perishable food collection. Food collected will be donated to several needy families/employees, as referred by OM-AEOP Members. Additionally, depending on the number referrals, each recipient will also get a cash donation or grocery gift card. If you know of any family and/or employee at your site/department, please contact President Virginia with and name and information supporting your referral. (Names and information will be kept confidential at your request.)

Opportunity Drawing fundraiser—in November, in conjunction with the Thanksgiving holiday, OM-AEOP is planning to sponsor an opportunity drawing for a gift certificate to a local restaurant. Last year, the gift certificate was for the very popular Northwoods Inn and the luck winner was Cheryl Ford, Hardy Center. If you have any suggestions on a restaurant, please let us know. More details on this fund raiser will be forthcoming.

December Service Project—for the Christmas holidays, we will partner with the Family Solutions Collaborative in their Adopt-A-Family project. They will provide us with family names and other information so that OM-AEOP members can "adopt" a family or individual family member and purchase Christmas gifts for that family/family member. More details on this project will also be forthcoming.

RECIPE BOOK FUND RAISER

Earlier this year, we our first ever OM-AEOP Recipe Book came off the Print Shop presses! We are pleased to report that, to date, we have sold over 200 books! The OM-AEOP treasury is \$1,200

healthier due to this very successful fundraiser. Funds will be used to assist with several planned service projects. Thank you all for your participation in buying and selling recipe books. Earlier this year, we our first ever OM-AEOP Recipe Book came off the Print Shop presses! We are pleased to report that, to date, we have sold over 200 books! The OM-AEOP treasury is \$1,200

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PROFESSIONAL GROWTH

The ethics of a Secretary and Office Professional are moral principles relating to the job that you will be bound by. These requirements are automatically taken on board when you accept any position and you will be expected to uphold them at all times.

Confidentiality: Always keep information private and confidential about the company you work for, co-workers you work with, and clients. Never repeat sensitive information even if you are in a discussion where everyone is wondering what is happening and you know. Always be trusted.

Honesty: Do not take credit for something you did not do and do not let someone else enjoy the credit for something you did do! Always tell the truth. You will be more credible with you boss and fellow workers.

Loyalty: Always be loyal to your boss and company. Never sell them out. However, having said this, your boss also has to prove to you they are worthy of your loyalty. Do not get caught up in office gossip.

Reliable: Ensure every task you are given is completed

on time and to the best of your ability.

Professionalism: Always show your professionalism especially during hectic and chaotic times. Do not allow your emotions to allow you to become rude toward your colleagues.

Incorporate the above ethics in your role and you will find both your boss and your work colleagues will respect you as a person and your position as a Secretary/Office Professional!

SEPTEMBER MEMBERSHIP MEETING

Kirby Palmer, LCSW, Pacific Care, was the guest speaker at the September 6th Membership Meeting. Mr. Palmer spoke on Holiday Stress, causes, myths and holiday blues. There were many questions and comments from members. Here are some Survival Tips for the holidays: Don't obsess about finding the "perfect" or

preparing the perfect meal. Make time together as a family a priority. Create simple traditions: bake cookies, go caroling, give to needy families or volunteer.

If anyone would like a copy of the handout, please call Diane Beltran in the Print Shop.



CALENDAR OF MEETINGS & EVENTS

- Wednesday, October 4—4:30 PM OMSD Board Meeting, Briggs Center, Room tbd
- Monday, October 16 Bosses Day
- Tuesday, October 17—11:30 to 1:00 PM OM-AEOP 2nd Annual Bosses Day Luncheon, Briggs, Rooms B1-B2
- Wednesday, November 1—4:30 PM OM-AEOP Board Meeting, Briggs Center, Room tbd
- Wednesday, December 6—4:30 PM OM-AEOP Membership Meeting, Briggs Center, Room tbd
- Friday, December 8 *Tentative*—OM-AEOP Holiday Social—time and location tbd
- March 8-11, 2007 CAEOP State Conference, Grosvenor Hotel, San Francisco

An Alphabet of Career Coaching Tips

- Act with integrity
- Build bridges
- Communicate openly
- Develop others
- Envision success
- Find your passion
- Give praise freely
- Hear others out
- Initiate casual conversations
- Jot notes of thanks
- Know you are worthy
- Leap at opportunities
- Mentor others
- Never give up
- Open your mind to possibilities
- Pause to reflect
- Question the status quo
- Read voraciously
- Simplify your life
- Take risks
- Understand before acting
- Vacation joyfully
- Work smarter, not harder
- X-spect X-cellece
- Yield the need to control others
- Zealously protect time with family & friends

