

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

PRESIDENT

Virginia Riley

Administrative Services

PAST PRESIDENT

Lowanna Owens

Superintendent's Office

VP PROGRAMS

Diane Beltran

Print Shop

VP MEMBERSHIP

Alicia Ortiz

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

The month of March brings us to the close of the 2006-2007 OM-AEOP year. This is a good time to look back on the positive direction our group followed this year and reflect on our positive accomplishments. To begin the year, we held an installation dinner, acknowledging the outgoing Board and welcoming the incoming Board. Service projects included awarding scholarships for students to attend outdoor camp, recognition of six middle school students for academic achievement, our annual toiletry items collection, filling and distributing 30 backpacks for middle school students, assisting a single dad and his sons with a \$100 emergency grocery purchase, assisting three employees and their families with \$200 gift cards, a non-perishable food collection, and we joined with the Family Solutions Collaborative in the holiday Adopt-A-Family project.

Fundraisers included the very successful Recipe Book sale, several theme basket opportunity drawings, and an opportunity drawing for a shopping spree at Victoria Gardens. We did very well in fund raising and all those monies went right back into service projects.

Along with the Mariposa Clerical Staff, we co-hosted the end of the year Clerical luncheon in June. We hosted our second annual (bigger and better!) Bosses Day Luncheon in October—over 65 in attendance! We had a Holiday Social, which was small in attendance but big in fun!

For Membership meetings, Vice-President Diane Beltran brought in some informative and interesting program speakers.

Our biggest challenge will be to



recruit and maintain our membership numbers. We ended the year with 56 members. The challenge is on to recruit at least 60 new and renewal memberships and then get each and every one of those members involved in projects, events, and fundraisers.

I thank you all for your continued support throughout 2006-2007. Thank you for consenting to allow me to take on a third term as President...(I think). I look forward to your commitment and support as we can continue to take OM-AEOP in a positive direction.

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

Virginia Riley, President

2007-2008 EXECUTIVE BOARD

So now, we take a deep breath and start the 2007-2008 year. I would like to acknowledge the 2006-2007 Executive Board....they gave of their time and talent for the success of OM-AEOP. Vice-President Programs Diane Beltran (Print Shop), Vice-President Membership Alicia Ortiz, (Vista Grande), Secretary Leighann Severin (Maple

St. Preschool), Treasurer Shirley Maynor (Business Services). Thank you, thank you for your commitment, hard work, and support of OM-AEOP.

Some of us have "volunteered" to stay on for a third term for the 2007-2008 Board—Alicia, Shirley, and myself. Thank you Alicia and Shirley for hanging in there one more year.

I welcome our new President-Elect Cindy Coats (Information Services), Secretary Kathy Tietz (Business Services), and Vice-President Programs Michelle Poirier (Information Services). I am hopeful that our incoming Board will continue in the same positive direction to benefit OMSD students, employees, OM-AEOP members, and the community.

57TH ANNUAL CAEOP STATE CONFERENCE

The California Association of Educational Office Professionals held their 57th annual state conference on March 15-16-17 at the Grosvenor Hotel, San Francisco. OM-AEOP was well represented, with 9 members in attendance—Virginia Riley, Diane Beltran, Amber Hartsell, Kathy Tietz, Frances Lopez, Donna Bradley, Alicia Ortiz, Terri Douglas, and Cynthia Loria (accompanied by husband, Tom). The group flew out of Ontario to Oakland and then had a rather interesting shuttle ride to the conference site.

CAEOP President Darrin Reed presided over opening ceremonies, with a patriotic theme—"A Tribute to Our Freedom", on Thursday evening. On Friday there was an early start with an 8:00 AM

general session—"Arming the Educational Office Professional with Knowledge and Leadership Skills," followed by morning workshops, an awards luncheon, and afternoon workshops.

Friday afternoon was free time, so our group decided to "wander" down to downtown San Francisco. "Wandering" involved another interesting ride, this time on a city bus, a ride on a cable car, and lots of walking!! We did some shopping at Pier 39, visited the Ghirardelli shop, and we enjoyed dinner along with some "interesting" refreshments.

On Saturday, we had yet another early start with an 8:00 AM general session—"Going from Good to Great: Professional Learning Communities

for the Educational Office Professional," the annual business meeting, a spirit luncheon where we had an opportunity to "brag" on the accomplishments of OM-AEOP, a closing general session. On Saturday evening at the Installation Banquet, 2007-2008 CAEOP President Kathy Ramos and her board were installed. Kathy's theme for the year is "Whatever You Can Do or Dream You Can Do, Begin It with CAEOP."

Sunday morning, nine weary OM-AEOP members (and one husband) shuttled back to Oakland for our flight home to Ontario. Everyone agreed that the conference was interesting, informative, and lots of fun!



Raffle ticket winners Kathy Tietz, Rosemary Lewis, and Diane Beltran



Our president, Virginia Riley, listing OM-AEOP's accomplishments for the past year.



OM-AEOP members in attendance—Virginia Riley, Diane Beltran, Amber Hartsell, Kathy Tietz, Frances Lopez, Donna Bradley, Alicia Ortiz, Terri Douglas, and Cynthia Loria

FEBRUARY OPPORTUNITY DRAWING FUND RAISER

The OM-AEOP fundraiser for February was an opportunity drawing for a basket of "Film, Food, Flowers, and Fizz for Two." The basket contained a \$25 Edwards Theaters gift card, \$75 Cask N' Cleaver Restaurant gift card, Montclair Florist gift certificate for a bouquet of

fresh cut flowers, a bottle of sparkling cider and two fluted champagne glasses.

OM-AEOP purchased the theater and restaurant gift cards. Thank you to Montclair Florist (Rosa Rangel, owner) for donating the flowers gift certificate and also

for assembling the basket and putting the final touches on it. We netted approximately \$263 from this fundraiser. Thank you to everyone who sold tickets. And the lucky winner was.... Carol Arrington (Maintenance & Operations).



NOTABLE NOTES

Our condolences to JoAlice Hunter and her family. JoAlice's son, Victor Williams died recently at the age of 46. JoAlice is an associate member of OM-AEOP and former President of CAEOP.

Virginia Riley celebrated a milestone ("the new 40") birthday in January by hosting a "Margarita Night" social and asking her guests to donate children's books rather than

gifts and cards for her. Half of the books were donated to Soroptimist of Montclair/Inland Valley for use at their Upland Library Read-In in March and the other half of the books were donated, on behalf of OM-AEOP, to the H.E.R.O Club.

We send along get well wishes to OM-AEOP Member Bea Ochoa (Office Manager, Bernt School) as she contin-

ues to recover from breast cancer surgery. She is doing well and hopes to get back work soon!

Congratulations to Diane Beltran (Print Shop) on her new granddaughter, Baby Tatum! Weighing in at 9lbs 12 oz. and 20 1/2 inches long. Mommy, baby, and Daddy all doing fine.



Email your Notable Notes to Elena Reyes, School Accountability

PROFESSIONAL GROWTH

WAYS TO BE HAPPY AT WORK

Choose to Be Happy at Work - Happiness is largely a choice. Sound simple? Yes, but simplicity is often profoundly difficult to put into action. So, think positively about your work. Dwell on the aspects of your work that you like. Avoid negative people and gossip. Find coworkers you like and enjoy and spend your time with them. Your choices at work largely define your experience. You can choose to be happy at work.



Do Something You Love Every Single Day - You may or may not love your current job and you may or may not believe that you can find something in your current job to love, but you can. Take a look at yourself, your skills and interests, and find something that you can enjoy doing every day. If you do something you love every single day, your current job won't seem so bad.

Take Charge of Your Own Professional and Personal Development - You are the person with the most to gain from continuing to develop professionally. Take charge of your own growth; ask for specific and meaningful help from your boss, but march to the music of your personally developed plan and goals. You have the most to gain from growing - and the most to lose, if you stand still.

Take Responsibility for Knowing What Is Happening at Work - People complain that they don't receive enough communication and information about what is happening with their company, their department's projects, or their coworkers. They wait for the boss to fill them up with knowledge. And, the knowledge rarely comes. Why? Because the boss is busy doing her/his job and they don't know what you need to know. Seek out the information you need to work effectively. Develop an information network and use it. Assertively request a weekly meeting with your boss and ask questions to learn. You are in charge of the information you receive.

Ask for Feedback Frequently - Have you made statements such as, "My boss never gives me any feedback, so I never know how I'm doing." Face it; you really know exactly how you're doing. Especially if you feel positively about your performance, you just want to hear her/him acknowledge you. If you're not positive about your work, think about improving and making a sincere contribution. Then, ask your boss for feedback. Tell her/him you'd really like to hear their assessment of your work.

Make Only Commitments You Can Keep - One of the most serious causes of work

stress and unhappiness is failing to keep commitments. Many employees spend more time making excuses for failing to keep a commitment, and worrying about the consequences of not keeping a commitment, than they do performing the tasks promised. Create a system of organization and planning that enables you to assess your ability to complete a requested commitment. Don't volunteer if you don't have time. If your workload is exceeding your available time and energy, make a comprehensive plan to ask the boss for help and resources. Don't wallow in the swamp of unkept promises.

Avoid Negativity - Choosing to be happy at work means avoiding negative conversations, gossip, and unhappy people as much as possible. No matter how positively you feel, negative people have a profound impact on your psyche. Don't let the negative Neds and Nellies bring you down. And, keep on singing in the car on your way to work - or start.

Make Friends - "Do you have a best friend at work?" Liking and enjoying your coworkers are hallmarks of a positive, happy work experience. Take time to get to know them. You might actually like and enjoy them. Your network provides support, resources, sharing, and caring.







EASY ENERGY FOODS


Keeping your body properly fueled helps you maintain your power of positive thinking. White sugar and caffeine offer a short burst of energy but they don't provide a lasting source of strength.



Try these snacks with an energy sustaining mix of carbohydrates and protein.

- Peanut butter or a slice of turkey on whole wheat bread 
- Cottage cheese with fruit 
- Trail mix with dried fruit, nuts and seeds 
- Yogurt with fruit 

- A cup of bean soup
- Sliced mozzarella cheese and whole grain crackers

Also be sure to drink plenty of water so dehydration doesn't drag your energy level down. 

OM-AEOP MEMBERSHIP DUES

The OM-AEOP affiliate year runs from April 1 through March 31. As we come to the end of the 2006-2007 year, it is time to remind and encourage all current members to renew their membership and to assist us in recruiting new members. Vice-President of Membership, Alicia Ortiz, sent renewal reminders to all 56 current members. President Virginia sent a letter of invitation, a recruitment

flyer, and an application to all district Office Managers who are not current members. Dues are \$20 for new members, \$15 for renewals, and \$10 for retirees.

As of the writing of this newsletter, the following renewals have been received: Carol Arrington, Diane Beltran, Donna Bradley, Barbara Carter, Cindy Coats, Terri Douglas, Amber Hartsell, Rosemary Lewis, Frances Lopez,

Cynthia Loria, Kathy Marsh, Shirley Maynor, Josie Mejia, Maria Mercado, Alicia Ortiz, Lowanna Owens, Margaret Perez, Michelle Poirier, Elena Reyes, Virginia Riley, Leighann Severin, Joni Stallings, Kathy Tietz, Jody Tope, and Valerie Robledo. And, we welcome New Member Maria Magana, Office Manager, Euclid School.



MARCH MEMBERSHIP MEETING

On March 7, 2007, the OM-AEOP Membership Meeting was held at the Briggs Center.

A short business meeting was conducted and we then welcomed our guest speaker, Sue Tatosian, Agenda Coordinator for Stein Mart in Rancho Cucamonga.

Sue provides displays of business clothing attire for women and men. She presented three basic suits for women with mix-n-match items to create a different look with matching accessories. This service is offered free-of-charge to companies who are interested in her service. She can also coordinate a fashion show as a fundraiser whereas a company could sell tickets to attend the fashion show with proceeds

going back to the company. She is also a "personal shopper". An appointment can be made with her and she will assist with advice on coordinating clothing items to suit the needs of an individual (male or female). Sue may be reached at (951) 536-0427. Anyone can sign-up to obtain a free "preferred customer" card. Customers will be put on a mailing list and will be sent discount coupons and will receive one for their birthday.

Sue also stated that Stein Mart partners with the "Dignity-To-U-Wear Foundation" three times per year. Stein Mart gives needy individuals two clothing items each of everything (2 pants, 2 shirts, etc.) which is provided from the foundation. This foundation in return, offers

free gift-wrapping at Stein Mart stores.

On March 23rd and 24th, Stein Mart will be partnering with the American Cancer Society in Upland to offer the "trade-in/trade-up" event. ACS will be setting up a booth in Stein Mart at the Rancho Cucamonga store whereas customers can bring in their used clothing items and they will receive an extra 20% discount. ACS will then resell these items in their store to make a profit.

Sue ended her presentation by donating a raffle prize of a \$20 Stein Mart gift card. Kathy Tietz, Business Services, was the lucky winner of this gift card.

Happy Shopping!



CALENDAR OF MEETINGS & EVENTS

- March 15-17, 2007: CAEOP State Conference, Grosvenor Hotel, San Francisco
- Wed., April 4 – 4:30 PM: Board Meeting, location to be determined
- Wed., May 2 – 4:30 PM: Board Meeting, location to be determined
- Wed., June 6 – 4:30 PM: Membership Meeting, location to be determined

