



Your key to Success
Established in 1954

“LET YOUR LIGHT SHINE”



A MESSAGE FROM PRESIDENT CRYSTAL GUIMOND

President's Message:

It has been a very tragic time for many families with fire damage and losses and our thoughts and prayers are with all of those affected. We have all been touched in some way by these events, yet must continue to look ahead. Let us let our "lights shine" to those in need of healing and provide the stability that may be required on the job.

I would like to report that the October 8, 2003, Scholarship Fundraiser raised an additional \$609.00 (last calculations) to be awarded for additional scholarships for RCAEOP in 2003-2004. How

wonderful! Our next scholarship fundraiser will be in the Spring: we're doing a Laughlin Turn-A-Round. Come one - Come all! It will be a lot of fun!

The October 19, 2003, Breast Cancer Walk was a complete success and a whole lot of fun. We raised over \$600.00 for Breast Cancer research.

As promised, RCAEOP will be offering a full one-day workshop on January 16, 2004, that I am very excited about. It will be held at the Riverside Marriott from 8:15 to 3:30 with registration beginning at 7:30. We have a great keynote speaker and a variety of

workshops that are practical and beneficial to Riverside County's educational office professionals. There will be a luncheon with a "Weekender's Presentation" and Cookie Lee Jewelry by one of our members. Look for the brochure in the mail and sign up right away to get the discount.

I am so happy to be involved with this great organization and am glad to report such good news regarding our fundraisers and upcoming workshop. RCAEOP is enjoying a successful, productive year.

Respectfully, Crystal

Fact and fancy behind chicken soup



Did your mom always make you chicken soup when you were sick? That chicken soup "remedy" dates all the way back to the 12th century. But why does sipping chicken soup actually make us feel better when we've got a cold or the flu? Here are some reasons:

- + Fluids are lost via runny noses, fever sweats, and diarrhea. Drinking soup and other fluids helps keep the body hydrated.
- + Steam from the soup helps moisten dry airways.
- + Soup is nutritious and easy on the stomach. And a better-nourished body is better able to fight off infections.

Ten commandments of business writing

Clarity is an essential characteristic of good writing. A business document that is unclear wastes everyone's time! You can improve clarity in your written work if you follow these ten commandments of business writing:

1. Write short sentences.
2. Use short paragraphs.
3. Write in active voice.
4. Don't use many words when one or two will do.
5. Avoid archaic expressions.
6. Use appropriate tenses.
7. Avoid cliches.
8. Use simple words.
9. Avoid redundancy.
10. Illustrate general statements with examples.

(from The Office Professional, Nov. 2003.)

SAVE THE DATE

January 16, 2004
Riverside Marriott
RCAEOP Annual Workshop
=====

Spring 2004
Laughlin Trip
RCAEOP
=====

March 4-7, 2004
Marriott Hotel, Ontario
2004 CAEOP Conference
=====

May 5, 2004
Canyon Crest Country Club
Bosses Night



Purpose

It is not so much where we stand, as in what direction we are moving: To reach the port of destination, we must sail sometimes with the wind and sometimes against it - but we must sail, and not drift, nor lie at anchor.

Crystal

Insurance for Rocky Times

The workplace is always in a state of rapid change. Even though the economy is good, and your job seems secure, no one is immune from volatile times. Here are some areas to pay attention to in order to protect yourself for the future:

- Current performance. Pay attention to what you're doing at your job now. Make sure you're doing it well, and then do more.
- Computer literacy. Know how to use databases and the Internet. Learn how your computer and its application programs work.
- Negotiation skills. Know your goals, but don't make demands. Give your boss the chance to make the first offer. And when the offer comes, don't accept it right away. Give yourself a day to think it over.
- Homework. Understand the marketplace and how your own values fit with your organization. Know what your employer needs.
- Teamwork. Being a team player means having a willingness to get involved in areas outside your own realm of expertise.

Legislative News..... Local school bonds and parcel tax elections did very well across the state as voters went to the polls to consider support for local schools. Voters passed ten out of twelve local school construction measures. In addition, half of the parcel tax elections sponsored by local school agencies were also successful despite the two-thirds vote threshold necessary to pass them.

"I was very pleased that the people of California overwhelmingly showed their support of public education when they went to the polls," said Jack O'Connell, Superintendent of Public Instruction. O'Connell authored Proposition 39, which lowered the vote threshold for the passage of school bonds from two-thirds to 55 percent. According to O'Connell, five of the bonds that passed received more than 55 percent of the vote, but less than the previously required two-third's vote.

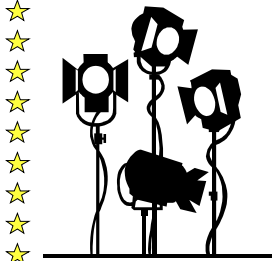
2003-2004 R.C.A.E.O.P. Board

- President - Crystal Guimond, Perris Union HSD
- President- Elect/Newsletter - Alice Mitchell, Corona-Norco USD
- First Vice Pres. Programs - Suzanne Milson, Perris Union HSD
- Second V. P. Membership - Christine Harris, Perris Union HSD
- Secretary - Sue Boyd, Val Verde USD
- Budget/Treasurer - Connie Caballero, Val Verde USD
- Audit - Cristina McAnulty, Perris Union HSD
- Publications - Linda Rush, Hemet USD
- Hospitality - Sarah Rico, Perris Union HSD
- Promotions - Claudia Jauregui, Hemet USD
- Scholarships - Ann Moore, Hemet USD
- Historian/Photographer - Danielle Kleinman, San Jacinto USD
- Past President - Terri Curran, The hills of Tennessee

Former Los Angeles Mayor, Richard Riordan, was named by Governor Arnold Schwarzenegger as the incoming Secretary for Child Development and Education.

"His passion for kids and raising student achievement is what's most notable and we intend to help him be successful as Secretary," said CASBO President, Susan Murai. Murai also said that they are working with him to focus on eliminating the bureaucratic rules from Sacramento that have a large impact on the bottom line for local schools.





You're in the spotlight- Alice Mitchell

Alice Mitchell has been a member of CAEOP for 5 years and a member of RCAEOP for 3 years. She took on the assignment of Newsletter 3 years ago, and has since been keeping us informed and entertained with various articles. She is currently President-elect but has kept the responsibility of Newsletter for the time being.

Alice has worked for Corona-Norco USD for 8 years as a confidential secretary in Business Services. She has been involved in several professional organizations, including Soroptimists and Toastmasters. At last years CAEOP conference Alice earned her first P.I.P. certificate.

In her spare time Alice likes to use her creative juices, by rubber stamping, and making various craft items. She and her husband, Bill, are currently busy being a new mommy and daddy to a miniature dachshund puppy named Holly. Holly has more energy and antics than expected, and is well on her way to running the household.

Alice is a practical joker, so **beware**. If she tells you that she was raised in a barn, you may not believe her, and you may think she's pulling your leg, but it's true. Her childhood home in downtown Orange, CA, was a barn and was converted into a house in the early 1900's. Her sister now owns the house, and still lives in the barn where lots of memories were made.

Alice loves being a member of RCAEOP and recently recruited 6 new members from Corona-Norco USD to join us in our journey this year to "let our lights shine."



Happy Holidays!



Membership Update

Our total paid membership for this year is 51, plus the 7 lifetime members = 58. We are small but mighty!!!

The following are the new RCAEOP members for 2003-2004

Name	District	Dept-Site
Tina Escano	Beaumont U.S.D.	Human Resources
Julie Rasmussen	Corona-Norco U.S.D.	Business Services
Valerie Donner	Corona-Norco U.S.D.	Business Services
Debbie Aguilar	Corona-Norco U.S.D.	Business Services
Liz Labelle	Corona-Norco U.S.D.	Business Services
Margaret Bach	Corona-Norco U.S.D.	Business Services
Paula Burkhart	Corona-Norco U.S.D.	Business Services
Sofia Rubio	Perris Union High S.D.	Educational Services
Deborah Boddy	Perris Union High S.D.	California Military Institute
Sharl Renee Schaniel	Perris Union High S.D.	Perris High School
Elvira Castillo	R.C.O.E.	Children & Family Services
Ana Conant	R.C.O.E.	Children & Family Services
Connie Caballero	Val Verde U.S.D.	Food Services

Congratulations to Elvira Castillo. She was the winner of the gift membership that was donated by one of our Lifetime Members, Bonnie Palmer. Her Gift Membership was awarded to her at the Dress for Success event.

R.C.A.E.O.P. MEMBERSHIP FORM

July 1, 2003 through June 30, 2004

Membership: **New *** _____ **Renewal** _____

Member name: _____ Position/Title: _____

District: _____ School/Dept.: _____

Work site address: _____ City & Zip: _____

Home address: _____ City & Zip: _____

Work phone # _____ Ext: _____ Home phone # _____

E-mail address: _____

**** If you are a new member, please tell us who recruited you:*** _____

MEMBERSHIP DUES: \$15.00

Please make check payable to **R.C.A.E.O.P.** Send to Christine Harris, Second Vice President, Membership, c/o Perris Union High School District, 155 E. Fourth Street, Perris, CA 92570

By becoming a member, you will receive a reduced price for R.C.A.E.O.P. in-services throughout the year. Also, if you recruit four new members this year, you will receive a paid membership next year.

If you are interested in serving in an R.C.A.E.O.P. office or helping on a committee, please check one or more of the following:

Membership _____ Programs _____ Promotions _____ Scholarships _____