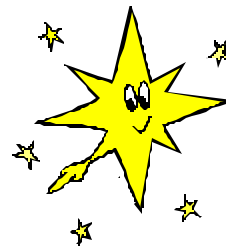


“Shine Like a Star”

A message from:

President Claudia Jauregui



I can't believe how quickly time is going by. We had our Power Point In-Service on October 26th and it was very informative. Leslie Spyres is a wonderful and dynamic presenter. You learn so much. Just when you think you know a little about computers you realize there is so much more to learn and apply at work. Everyone there was thrilled to have learned new things.

In October, we had our 1st scholarship fundraiser with Princess House headed up by Alice Mitchell from Corona-Norco USD. We were able to raise a significant amount! We all worked hard and made it successful and profitable. Thank you to our Board members who were supportive and were able to sell some items. Your support is greatly appreciated. Thank you to everyone who spent countless hours, and a special thank you to Alice Mitchell and Mariely Rivas – they were the top sellers for this fundraiser!!! Way to go Corona-Norco USD!!!!

Our Christmas Dinner is coming up and I am very excited. We will be having a special guest that evening. We have a busy night, with Silent Auction from Princess House and we will also have a special Christmas basket that we will raffle off with beautiful X-mas tree ornaments. Please join us for a fun and special evening being held at RCOE. We will have entertainment that night from one of our very own board members Brandy Lane from Hemet USD.

I am excited to announce that we have a date set-up for our State Conference. Please see the announcement and note the dates on your calendar. I look forward to having a good turn out from our affiliate. It gives us all a great opportunity to share with members from other affiliates.

I want to thank you for all that you have done throughout the months. Thank you for your continued support. It is my privilege to serve as your President. I look forward to having 2006-2007 be a year full of memorable events. I wish you a Blessed Holiday season. May you enjoy your time with all your loved ones. **It is great to see that together we can Shine like a STAR!**

Are You a Team Player?

Most offices are only as strong as their team players. What type of team player are you? How can you improve your ability to be a team player? Consider these guidelines to be part of the team:

- 1. Create an environment that promotes employee involvement and participation.** This requires input from all employees.
- 2. Build trust and communication.** Everyone must be able to communicate openly and freely without worrying about criticism or putdowns.
- 3. Learn to work with co-workers in accordance with an unspoken set of rules requiring all to do quality work.**
- 4. Be a part of the shared vision and sense of mission.** Learn your school's philosophy. Know the vision of the school. Be willing to work with others to meet goals.
- 5. Make it a point to have clear roles and expectations.** Co-workers often do not understand their roles as team players nor do what is expected of them. It is important to learn the specific responsibilities and go beyond them.
- 6. Everyone must be open to feedback & accept responsibility.** Co-workers must provide feedback to other team players and willing to help others, confront others when necessary, listen attentively, lead when the opportunity arises, and learn new things eagerly. Building a team requires time and effort, but it is worth the cost.

SAVE THE DATE

December 7, 2006
“TechTrek” Presentation
Christmas Dinner
and
Silent Auction
@ RCOE

February 8, 2007
Business Etiquette
Workshop
@ RCOE

March 15-17, 2007
CAEOP Conference
San Francisco

May 3, 2007
Bosses' Night
@ Canyon Crest
Country Club



You're in the Spotlight..... Cranberry Salad

Try this recipe for a colorful side dish on your Holiday table -

2 cups cranberries

1 package lemon jello

1 cup water

1 cup of sugar

grated zest of 1 orange

1/2 cup celery, finely chopped

1 cored apple (with skin on), grated



Boil 1/2 cup of water and stir and dissolve jello; add 1/2 cup cold water and put in fridge for an hour (it should be starting to jell but not firm). Chop cranberries in blender and combine with all other ingredients in jello - let set till firm in fridge; three to four hours.

Finding Time

vs

Making Time?



When one is committed to making something happen, one makes time for it, even during the busiest day. When we aren't fully committed to a task but think we should be, we justify procrastination by thinking and saying, "When I find time..."

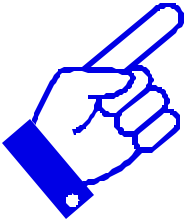
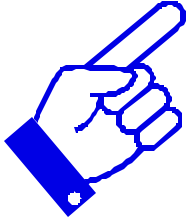
Finding Time is an excuse. Making Time is an action. Finding Time relinquishes control to external factors. Making Time takes control and makes things happen. Finding Time is reactive. Making Time is proactive.

Where are you postponing your priorities until Time shows up? What are you avoiding by waiting until you Find Time? What will be the impact if you don't Make Time for important activities at work? At home?

The first step to Making Time is to change your language. Replace "When I find time..." to "When I make time..." Once you stop fooling yourself, you will make all the time you need to create success!

(from ABWA *People in Motion*)

Reminder



You won't want to miss the Christmas Dinner on Dec. 7th, at RCOE . We have a special evening planned for you to get in the spirit of the Holiday Season!

Special Music

Silent Auction

Goodwill Stocking

**Turkey dinner with all
the trimmings**

Tech Trek Presentation!!!

Registration Form attached

Did you know.....



CAEOP offers several programs ...

- Annual Conference (first week in March)
- Educational Administrator of the Year Award
- Educational Office Professional of the Year Award
- Affiliates Council
- CALLIE (quarterly publication)
- District Mini-Conferences (statewide)
- Life Membership Award
- Professional Incentive Program
- Professional Standards Program (National Assoc.)
- Reentry Scholarship (members returning to education)
- Student Scholarships (statewide)
- Poster Contest – Elementary (statewide)

CAEOP Conference March 15-17 in San Francisco

The “Lamp of Learning” logo for CAEOP represents the enlightenment of education, literally bringing light into the darkness of ignorance and illiteracy. The lamp is actually an ancient symbol, but has always been one of dignity, history, and relevancy. It has appeared in many arenas. Just to name a few: the logo of the University of California, the logo of the California State Department of Education, the symbol of the California Association of County Superintendents, and the flag of learning and liberty of the National School Public Relations Association. The lamp is a fitting and appropriate symbol for the California Association of Educational Office Professionals as it reflects the Professional association which it represents. We are an association which helps mold the future of California and its students.



Riverside County Association of Educational Office Professionals

It's that time of year! The hustle -n- bustle of our busy schedules...everyone is on the run! "Lets take a break...join your fellow RCAEOP members for a warm and enjoyable evening."

Our recipient this year for the "Goodwill Stocking" will be Tech Trek.

Tech Trek is a weeklong, summer residential math and science camp at Stanford University for middle school girls that have completed 7th grade and who will go into 8th grade in the fall. Selected students will get a preview of college life while learning that math and science can be fun. Tech Trek features hands-on activities in math, science, and related fields.



Where: **Riverside County Office of Education**
3939 13th Street
Riverside, CA

When: Thursday, December 7, 2006

Cost: \$20.00 member
\$23.00 non-member

Agenda: Registration and Networking.....6:00 p.m.
Dinner6:30 p.m.
Entertainment/Program7:00 p.m.

And, don't forget the many wonderful and delightful gifts that are raffled off during the evening!

Bring a potential member and receive five free raffle tickets.

✂-----✂-----

Please detach and return this reservation form along with your check (**no purchase orders**) made payable to R.C.A.E.O.P. and mail to: Sue Boyd, c/o Val Verde Unified School District, Information Technology Department, 975 West Morgan Street, Perris, CA 92571 – (951) 940-6108 (Fax 951-940-8599).

_____ # of Guests

NAME(s): _____

Amount Enclosed _____

District: _____

Deadline for Reservations: December 1, 2006

