



THE CALLIE

Newsletter Editor, Victoria Webber

*The California Association of Educational Office Professionals * Visit our website: CAEOP.ORG*

President's Message

Darrin Reed



"Go from Good to Great with CAEOP – Making an Investment in Yourself."

Happy Holidays!

I am not sure about all of you, but this time of year seems to scream by at a raging pace and all of a sudden, I am taken by surprise by the holidays! This may be because I grew up in Michigan, and we always had a distinct change of seasons that triggered me to prepare for the upcoming festivities. I am so excited with all of the wonderful planning by our 2007 Annual Conference Committee and we are going to be offering, what I feel is an exceptional conference packed with lots of great information and professional development opportunities. We meet again on December 9, 2006, at the Ontario Airport Marriott and again extend an invitation to anyone interested that would like to join us. Please be aware that due to constraints of the conference hotel, we moved our conference to the third weekend of March, so it is now going to be held March 15-17, 2007.

Speaking of being busy, I wanted to share with you a little tidbit of information that I gleaned when I first started with Laguna Beach Unified. I call it - "Can I borrow Your Stuff"? I do my best to not reinvent wheels. There are so many "Great" people within our association that I can normally pickup the telephone or send an email and ask one of these many professionals for assistance. Often, they are able to provide me with exactly what I am looking

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for, or at least point me in the right direction! I urge everyone to seek out others in our association to assist in their roles in educational environments. I also can attest that sharing of documents and information has proved vital in my keeping my head above water, so to speak.

I want to take this opportunity to remind everyone of the challenge that I wrote about in the August 2006 edition of The CALLIE. If a current member recruits one office professional to join CAEOP, you will get a \$5 discount on your 2007 dues. Two new members gets you a \$10 credit, and so on.

I remain, your honored President! **Darrin**

La Mesa-Spring Valley AEOP

You are invited to the La Mesa-Spring Valley AEOP Annual Christmas Brunch 2006

When: Saturday, Dec. 2, 2006
Where: Bonita Golf Club, Bonita, CA
Time: 9:00 a.m. Social Hour
10:00 a.m. Brunch
Raffle Baskets

Christmas Entertainment--from AIM San Diego

(A team of outstanding youth committed to touching lives through mime, sign-language and dance, choreographed to contemporary music of various styles) <http://www.aimsandiego.com/>

Orange balloons led the way up to El Morro Elementary, with signs directing the attendees to the 2nd Annual OCAEOP Mini Conference on Saturday November 4th. It was a beautiful blue skied day and the attendance was 25 allowing for more personal attention in each break out session. We had a brief meet and greet opening which gave some old friends an opportunity to re-connect over Starbucks, croissants, fruit, and doughnuts. Jeanne Davis of CAEOP and OCAEOP introduced Dr. Lynn Bogart who spoke on *Leadership: an Art of Possibility*. It was an exciting start to the day.

Before convening to our first session, I gave a history to the organization, including highlights such as our participation in the Relay for Life, the AIDS walk Orange County and the anniversary of our group which was started just 2 years ago on October 29th of 2004. Some exciting news for us includes the final filing of our 5013c paperwork and our new insurance coverage bringing us to the big league! Not only did this 2nd Annual Conference bring together 5 different districts in our county, but we also gained 4 new members and interest from some others as well.

The break out sessions were amazing; Gene Bowan from Zuk and Associates, not only explained some of those hard to understand tax secrets to make your retirement planning go smoother, but he also extended a opportunity for any of our members or conference attendees to make free appointment with him to better analyze each individual and assist in proper planning for our futures.

Victor Guthrie, Director of Technology for Laguna Beach Unified School District gave two outstanding sessions on Web Page design. Everyone in the room had a web page up and running by the end of their 90 minute session. The reviews were great.

We had a lovely view of the ocean during our OCTFCU sponsored lunch break and enjoyed a great spread including Submarine sandwiches, cheese and fruit platters, chips, deviled eggs, veggies and dip, brownies and cookies, and more! To add to the fun, we gave away enough door prizes that no one left empty handed, including our presenters who got special gifts.

During lunch CAEOP had a table and spoke to many attendees about the upcoming conference. Orange County Teachers Credit Union also was on hand during lunch to assist members with changes to their accounts. I know a couple of our 10 month employees set up Summer Saver accounts and it was great to have them there. We were all out by 1:30, off to enjoy a week end with our newly gained knowledge.

It was an amazing Saturday and I can't wait to see our new and old members at our upcoming events including our first annual Bosses Night Dinner at Rutabegorz Restaurant located at 158 S. Main Street, Tustin, CA 92780 on Tuesday, December 5th. You do not need to be a member of OCAEOP to bring your boss to dinner ☺.

We are also planning another professional development opportunity and meeting at Irvine Unified School Districts Board room January 29th.

The year is really ending well with Orange County Association of Office Professionals and we all look forward to the State Conference in San Francisco, March 15 - 17, 2007. Big thanks to the State Organization who have helped guide our new affiliate into 2007. We are proud to be making a difference.

Allison Cutler - President, OCAEOP



Don't forget now is the time to start thinking on who you want to nominate or apply for the following awards:

- **Educational Office Professional of the Year** – to recognize an outstanding educational office professional
- **Educational Office Administrator of the Year** – to recognize an administrator who is supportive of educational office professionals and encourages their professional growth
- **Member Re-entry Scholarship** – to help further a CAEOP member's education
- **Community Service Award** – to recognize outstanding service to the community on the part of a CAEOP member, active, associate or retired in any and all categories of service.

You can locate these forms on our website www.caeop.org. The deadline to apply for these awards is **Friday, January 12, 2007**.

Linda Rush
CAEOP Scholarship/Awards Chair





STATE CONFERENCE COMMITTEE ANNOUNCES PRELIMINARY PLANS FOR 2007 CONFERENCE

Mark your calendar for March 15-17, 2007 and
"Go from Good to Great....Make an Investment in Yourself with CAEOP"



Conference Details

Dates

March 15-17, 2007

Location

Grosvenor Hotel
 380 So. Airport Blvd.,
San Francisco, CA 94080

For Reservations, Call
 1-800-722-7141

Room Rates: \$84.00

Taxes, Single or Double Occupancy (Total is \$95.06 per night).

Free Parking

**Free Shuttle from
 Airport or Amtrak**

**Free Deluxe
 Continental Breakfast**

Notary Certification Class and Microsoft Certification Class will be among the workshop offerings at the CAEOP Annual Conference.

Mark your calendar and plan to join educational professionals from across the State for this enriching professional experience. This year's conference promises a different format with exciting workshops and speakers.

A unique pre-conference opportunity will be provided on Thursday when two full-day certification classes are planned. The first will give the participant the full training and testing to become a Notary. The second class will fulfill the requirements to become "Microsoft Certified". Details are currently being worked out and more information will be published at a later date.

The traditional Opening Ceremonies" will be held in true patriotic form on Thursday evening from 7:30 to 9:00 p.m. Friday morning will include a short general session, followed by opportunities for three workshop sessions—one in the morning and two in the afternoon. Each workshop session will

provide a track for the educational office professional and a track for the retirees. Saturday morning's general session includes an exciting learning experience. Conference participants will learn more about professional learning communities and our role as part of that team.

You can't miss this year's Affiliates Spirit Rally and Job-Alike Sharing Session on Saturday. Together participants will explore in greater depth the role of the educational office professional. Saturday afternoon will include an inspirational general session and a call to conference for 2008. Saturday evening's Installation Banquet will be especially important to us from Kern County as we support our own Kathy Ramos as she is installed as President of CAEOP for 2007-08. Conference will conclude on Saturday night following the installation banquet. Sunday morning will be a time for the 2007-08 Executive Board to meet and begin planning the next year. Be sure to mark your calendar ! **Postcard on page 5**

CAEOP MEMBERSHIP – LET'S SOAR TO NEW HEIGHTS!

I went out to visit our Southern District for membership recruiting. I had the pleasure of attending OCAEOP Professional Development Mini Conference on November 4, 2006. It was held in beautiful Laguna Beach at El Morro Elementary School. The school is located in the beach (who wouldn't want to go to that school). I was able to enjoy the beautiful site and meet new people. I got to mingle with the attendees and tell them about our organization. I passed out literature and hope to draw members from that day. Thank you to Allison Cutler, President of OCAEOP for being an advocate for CAEOP. She is full of energy and very courteous. She was a joy to meet and visit. Also, present cheering us on and showing their

support, were Jeanne Davis and Darrin Reed. Recruiting at our Mini-Conferences is a vital element for membership. I look forward to visiting our Central District in January 2007 for their Mini Conference. See you there!! ☺



Mariely Rivas
 Vice President - Membership

Leap into Leadership: Sharing Your Expertise with Your Affiliate

Time after time when the CAEOP Executive Board gets together, we discuss the wealth of untapped potential experts that we have in the ranks of the state association, and within individual affiliates. By virtue of the fact that you hold professionalism dear and have sought out associations like ours to foster your continued professional and personal growth, there is a very good chance that you have developed a skill or a bank of knowledge that would be of great benefit and interest to others. So, what is preventing you from volunteering your expertise?

Chances are very good that you have never taken a step back from your busy professional life to take stock of everything that you have to offer. Reflection can be an incredibly enlightening experience. This is especially true if you are a veteran school office professional who has logged many years of experience. Think back to the days when you first entered your profession. What are those things that you wish someone had been there to tell you? Life's lessons, influential people you have met and trainings in which you have participated have uniquely formed you into the professional you are today. Take a moment to remember the person you once were, and list some of the information or skills that have helped you to grow.

Now that you're feeling downright blessed and rather knowledgeable, it's time to address the next hurdle. Sharing your expertise means getting up in front of a group to talk, and let's face it: that's a terrifying proposition for most people. But before you let your emotions take over and whip you into an anxious frenzy at the thought of "public speaking" (horrors!), stop and consider something for a moment. Think about all the things that you do every day in the course of your work that would stump, confuse and frustrate the average person off the street. You sail through most things making them look rather easy. Why? Well, in a word: expertise. You are knowledgeable, practiced and well-prepared, so many "impossible" things have become second-nature to you. So, why not apply this idea to speaking? You have something to share, and you are the authority on the topic. Your experience and the knowledge and skills you have honed make you that authority. You already possess all the information that you need to give a wonderful presentation.

You're ready to take your show on the road, to your local affiliate, another affiliate, or the state conference, but you're not sure how to go about getting started. What you need is a structure into which you can put your skills and knowledge. You want to get your message across in a way that will be meaningful, fun and beneficial to your listeners. Powerpoint is a wonderful technology tool you can use to organize your presentation, but whether or not you integrate technology, you need to give your information a structure that your listeners can follow. Try this simple format:

- ◆ Step 1: Explain the benefits of your workshop. People want a clear purpose for their professional development, and they want to know their time will be well spent. Be up front about what your presentation will include.
- ◆ Step 2: Explain the process by which you will achieve your workshop's purpose. This is kind of like sharing an oral agenda with your audience.
- ◆ Step 3: Ask your audience members to write down some learning goals pertaining to the topic of your workshop, and call on a few people to share them. This will guide your presentation in the direction your listeners want it to go.
- ◆ Step 4: Involve listeners actively in your workshop to keep them motivated and interested.
- ◆ Step 5: Clearly identify the source of any information you share. This may include sharing how and when you learned it, and how it impacted your life.
- ◆ Step 6: Share past results of sharing your knowledge. Is there a success story you can relate to tell how someone directly benefited from what you are sharing?
- ◆ Step 7: Share your information or skill in a clear way.
- ◆ Step 8: Review the essential information or essential steps. If applicable, give listeners a chance to practice what they have learned, or reflect orally or in writing.

Feeling eager to get started? Talk to someone on your local affiliate's Executive Board about doing a presentation for affiliate members. I know that your volunteerism will be very well received. If you are interested in presenting for another affiliate, or for an area or state conference, contact anyone on the CAEOP Executive Board. We are looking forward to hearing the many success stories that will result from sharing our areas of expertise with one another.

New Requirements for Travelers

Wendy Rochester - Web Site Coordinator

These requirements are from the US State Department and can be found online at:

http://travel.state.gov/travel/cbpmc/cbpmc_2223.html

Under the Western Hemisphere Travel Initiative (WHTI)

Background

The Intelligence Reform and Terrorism Prevention Act of 2004 requires the Department of Homeland Security and Department of State to develop and implement a plan to require all travelers, U.S. citizens and foreign nationals alike, to present a passport or other document, or a combination of documents, that denote identity and citizenship when entering the United States. Congress amended portions of the Act in 2006. The Western Hemisphere Travel Initiative is the Administration's proposed plan to implement this mandate.

The Goal of the WHTI

The goal of the Initiative is to strengthen border security and facilitate entry into the United States for U.S. citizens and legitimate foreign visitors by providing standardized, secure and reliable documentation which will allow the Department of Homeland Security to quickly, reliably and accurately identify a traveler.

Timeline

In the proposed implementation plan, the requirements outlined above will be rolled out in the following phases:

- ◆ On January 8, 2007, ALL persons, including U.S. citizens, traveling by **air** between the United States and Canada, Mexico, Central and South America, the Caribbean, and Bermuda will be required to present a valid passport, Air NEXUS card, or U.S. Coast Guard Merchant Mariner Document.
- ◆ As early as January 1, 2008, ALL persons, including U.S. Citizens, traveling between the U.S. and Canada, Mexico, Central and South America, the Caribbean, and Bermuda by land or sea (including ferries), may be required to present a valid passport or other documents as determined by the Department of Homeland Security. While recent legislative changes permit a later deadline, the Departments of State and Homeland Security are working to meet all requirements as soon as possible. Ample advance notice will be provided to enable the public to obtain passports or passport cards for land/sea entries.

Travel Documents for U.S. Citizens Under WHTI

Under the proposed implementation plan, the following documents will be acceptable to fulfill document requirements:

- ◆ U.S. Passport: U.S. citizens may present a valid U.S. passport when traveling via air between the United States and Canada, Mexico, Central and South America, the Caribbean, and Bermuda, and may also use a U.S. passport when traveling via sea and land borders (including ferry crossings).
- ◆ The Passport Card (also referred to as the PASS Card): This limited use passport in card format is currently under development and will be available
- ◆ for use for travel only via land or sea (including ferries) between the U.S. and Canada, Mexico the Caribbean, and Bermuda. Similar in size to a credit card, it will fit easily into a wallet.
- ◆ DOS and DHS also anticipate that the following documents will continue to be acceptable for their current travel uses under WHTI: SENTRI, NEXUS, FAST, and the U.S. Coast Guard Merchant Mariner Document. As proposed, members of the U.S. Armed Forces on active duty traveling on orders will continue to be exempt from the passport requirement.

Conference Postcards



CAEOP 57th Annual Conference

Best Western
GROSVENOR HOTEL
AT SAN FRANCISCO INTERNATIONAL AIRPORT

SAVE THE DATES – March 15-17, 2007

The 2006-2007 CAEOP Executive Board Invites You to Join Us at the
57th Annual CAEOP Conference
in the Beautiful San Francisco Bay Area as we continue
"Going from Good to Great with CAEOP –
Making an Investment in Yourself."

The California Association of Educational Office Professionals (CAEOP) is a non-profit organization that focuses on providing professional growth and training programs for non-certificated personnel and encourages its members to grow professionally to better understand their role in serving public and private educational institutions. Proudly affiliated with the National Association of Educational Office Professionals (NAEOP) and the Association of California Administrators (ACSA).

Kathy Ramos, Conference Registrar
Kern County Superintendent of Schools
2000 - 24th Street
Bakersfield, CA 93301

We have been able to secure an exceptional deal
in the San Francisco Bay Area and are looking
forward to welcoming you to the City by the Bay!

Only \$84 per Night!!
(plus Applicable Taxes)

Free Parking, Free Airport Shuttle, Free Breakfast

SPECIAL OFFER!!
The First 10 NEW CAEOP Memberships received with your paid conference registration on our website will get a \$25 Best Western Travel Card good towards your hotel stay at conference! Visit www.caeop.org today - don't delay!

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**California Association of Educational
Office Professionals**

c/o Darrin Reed, President
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**CAEOP Mission
Statement**

The California Association of Educational Office Professionals is a non-profit organization that focuses on providing professional growth and training programs for non-certificated personnel and encourages its members to grow professionally to better understand their role in serving public and private educational institutions.

CAEOP is proudly affiliated with the National Association of Educational Office Professionals



CAEOP is proudly affiliated with the Association of California School Administrators



We're on the Web!

Visit us at:

CAEOP.ORG



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