



K-NEWS

A Quarterly Publication of the Kern Association of Educational Office Professionals

WINTER ISSUE 2017

UPCOMING EVENTS:

- **KAEOP Business Meeting:** Meetings for the 2017-18 school year will be held on the fourth Thursday of each month at 5:15 p.m. at KCSOS, 3rd Floor
- **Watch for the upcoming computer class schedule to be held at the Bakersfield Adult School**
- **Bosses Luncheon, May 1, 2018 at the Kern Ag Pavilion**

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President's Message

Please allow me to introduce myself - I am Kenton Miller, your 2017—2018 KAEOP President. I'm honored to have been elected as your president. I've been employed at California State University, Bakersfield in the IT department for over 20 years. Born and raised in a small farm town in Michigan, I then spent 20 years in the US Navy, retiring in 1995. While in the navy I earned a BS and an MBA degree. I have served on the KAEOP board since 2008. It is exciting to be serving as your president and we hope to accomplish many

things this coming year. My AEOP service also includes serving as CAEOP President.



Kenton Miller
2017-2018 KAEOP President

If you have any needs that aren't being met, have ideas for events/workshops or any concern, please con-

tact any of the board members. The list of board members of KAEOP and their contact information is in this newsletter. We would love to hear from you for any reason.

I welcome your ideas for ways to help with professional growth that would benefit employees in the educational office environment. Our business meetings are on the fourth Thursday of each month, at the downtown Kern Superintendent of Schools building. I would love to have you join us.

Community Involvement Project



California Living Museum (CALM) has been chosen as this year's KAEOP com-

munity involvement project. The California Living Museum exists to display and interpret native California animals, plants, fossils and artifacts to teach a respect for all living things through education, recreation, conservation and research. Located on 14 park-like acres, CALM's zoo features over

80 species of unreleasable animals. Only animals injured or who cannot survive in their native environment are housed at CALM. Several endangered species may be seen on exhibit.

Many thanks to Mary Alice Means, Community Involvement Chairman, for this wonderful opportunity to serve this organization.

Christmas Party

It doesn't get any better than good food, good friends and lots of fun!

The annual KAEOP Christmas Party and dinner was held on Wednesday, December 13, 2017 at the Larry E. Reider Education Building. The event was catered by Too Fat Sandwiches, whose name doesn't do it justice as the food was excellent. Entrees included Chicken Chardonnay and Flap Steak, with sides of garlic mashed potatoes, green beans, green salad, rolls and butter. Many thanks to Mary Alice Means and Lorri Kilby for securing the menu. Kenton topped



Back row: Mary Alice Means, Kenton Miller, Lorri Kilby, Kathryn Miller, Connie Vargas. Front Row: Kay Henry, Martha Keysaw, Elena Perez, Sarah Tierce.

off the dinner with his homemade cheesecake! It all was so delicious. No one left hungry!

Sarah Tierce added some fun with a Christmas word search puzzle that included 22 words associated with Christmas. Guests were given 3 minutes to find as many words as they could in three minutes. Kay Henry was the big winner, finding twelve words.

The party concluded with a Christmas pin exchange. Sarah read a story about Mr. and Mrs. Wright, where every time she said the words "left" or "right," the wrapped pins

were passed in that direction. The story was read quickly and it was apparent we have forgotten which way we were supposed to go!

Here is a picture of one of the pins.



Opportunity Drawing

KAEOP members have been selling opportunity drawing tickets as a fund raiser to benefit the many programs they have going on, including the scholarships for

high school seniors, awards and community involvement projects.

This year's winner is Connie Vargas, who walked away with \$500!



Membership



Vice President of Membership – Kathryn Miller

Kathryn has been a KAEOP member and served on the board for 15 years while being employed as an Account Clerk III for the Kern County Superintendent of Schools. She has served in many positions including President. Additionally, serving on various other boards and been an instrumental member of

events planning and execution. Prior to coming to KCSOS **Kathryn** worked for 24 years in credit unions in the Bay Area and Hawaii.

As Vice President of Membership for KAEOP, Kathryn invites you to join KAEOP, your professional organization. An application can be found on Page 4.

WHAT YOU THINK
YOU BECOME
WHAT YOU FEEL
YOU ATTRACT
WHAT YOU IMAGINE
YOU CREATE



Recruitment

The membership recruiting goal for 2017-2018 is to encourage, inspire and energize our members on the path to excellence by offering timely information and professional development to all office professionals in Kern County .



We hope you will consider joining KAEOP, your professional organization. Who can join? Any classified educational office employee, such as secretaries, those in the accounting and technology fields, etc., is eligible to become a member.

Contact any KAEOP Board Member should you have any questions regarding membership.

2017-18 Scholarships and Awards

Scholarships

Do you know a graduating senior majoring in business? Invite them to apply for the 2017-18 KAEOP scholarship! Two \$1,000 scholarships are offered this year. Forms will be sent to all high school senior counselors in January, and have been included in this newsletter on Pages 7-8. This scholarship will really help when buying those expensive textbooks!

Awards

Nominations are open for Administrator and Educational Office Professional of the Year! We all know that one boss or co-worker that goes above and beyond for their community, school or district. Share that person with us! The winner will be acknowledged at the Bosses' Luncheon on May 1, 2018. See Page 9 for more information.

Respect for the past...

Responsibility for the present...

Vision for the future...



Kern Association of Educational Office Professionals

MEMBERSHIP APPLICATION

January 1 - December 31

Date: _____

Membership Year: _____

Last Name First Name M.I.

Home Address City State Zip

Work Phone: (____)_____ Home Phone: (____)_____ Cell Phone:(____)_____

E-Mail Address: _____ Birthday: _____
(Month/Day)

Position (Job Title): _____

District: _____ School/Office: _____

District/School Address: _____
Street Address/Dept./Room City State Zip

New Active Membership \$20.00 _____
Regular Active Renewal \$20.00 _____
Retired Renewal \$10.00 _____

Are you a member of CAEOP (State)? Yes No

If no, would you like membership information sent to you? Yes No

Are you a member of NAEOP (National)? Yes No

Would you be interested in serving on a committee or helping with a KAEOP event? Yes No

Referred by: _____

Please make your check payable to KAEOP and mail to:

KAEOP Membership
P. O. Box 42844
Bakersfield, CA 93384

Keyboard Shortcuts

Here are a few keyboard shortcuts that should help make your everyday typing a breeze.

General Windows Shortcuts		Outlook Shortcuts	
Action	Keystroke	Action	Keystroke
Bold	Ctrl - B	Create Email	Ctrl - Shift - M
Italics	Ctrl - I	Reply to Selected Email	Ctrl - R
Underline	Ctrl - U	Forward Selected Email	Ctrl - F
Cut	Ctrl - X	Save Draft of Email	Ctrl - S
Copy	Ctrl - C	Create Flag for Follow-up	Ctrl - Shift - G
Paste	Ctrl - V	Create Contact	Ctrl - Shift - C
Select all Items	Ctrl - A	Open Address Book	Ctrl - Shift - B
Undo	Ctrl - Z	Create Task	Ctrl - Shift - K
Redo	Ctrl - Y	Assign Task Category	Alt - G
Print	Ctrl - P	Save and Close Task	Alt - S
Save	Ctrl - S	Create Appointment	Ctrl - Shift - A
Spell Check	F7	Create Meeting Request	Ctrl - Shift - Q
Find	Ctrl - F	Create Note	Ctrl - Shift - N
Launch Help	Windows Key - F1	Open Selected Item	Enter
Show the Desktop	Windows Key - D	Close Window	Escape

Holiday Recipe—Pumpkin Roll

Rolls

3/4 cup flour
1 cup sugar
2/3 cup pumpkin
3 eggs
1 teaspoon baking soda
1/2 teaspoon cinnamon

Filling

8 oz. pkg. cream cheese, softened
2 tablespoons butter
1 1/2 teaspoons vanilla
1 cup powdered sugar
1/2 cup chopped nuts (optional)

Directions

Preheat oven to 400 degrees.

Line jelly roll pan or cookie sheet with wax paper so that there is a 2" or so edge left on the paper to lift cake out of the pan.

Mix all ingredients for the cake together and pour into lined pan. Bake for 10 minutes. Lift out of pan and set aside to cool

Mix all ingredients together for filling. Spread on cake after it has cooled. Roll into roll. Wrap in foil or plastic wrap and refrigerate. When set, cut into slices and enjoy.

2017-18 KAEOP BOARD

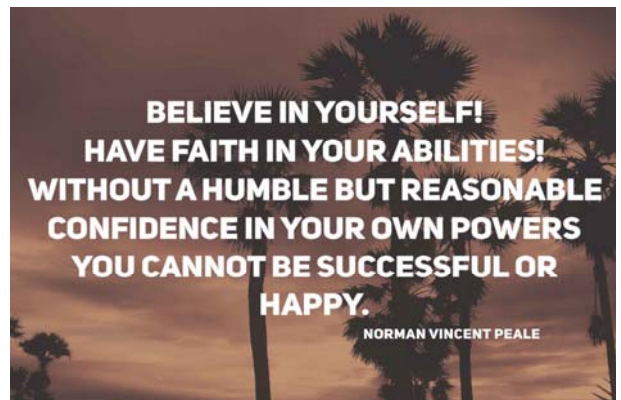
Respect for the past... Responsibility for the present... Vision for the future...

Kenton Miller	President, Website Coordinator	kentonmiller56@gmail.com
Vacant	Vice President, Programs	
Kathryn Miller	Vice President, Membership Nominations	kamiller@kern.org
Lorri Kilby	Secretary	lokilby@kern.org
Connie Vargas	Treasurer Bosses Luncheon Co-Chairman	covargas@kern.org
Kay Henry	Poster Contest Co-Chairman	khenry@fcmat.org
Mary Alice Means	Past President, Poster Contest Co-Chairman Community Involvement	mameans@kern.org
Patty Shultz	Inspiration Scholarship Co-Chairman	patty1967@bak.rr.com
Beano Cameron	Scholarship Co-Chairman	beanocameron@att.net
Sarah Tierce	Awards Newsletter	satierce@yahoo.com
Elena Perez	Bosses Luncheon Co-Chairman Ways and Means	elperez@kern.org



Meeting Schedule

January 25, 2018 February 22, 2018 March 22, 2018 April 26, 2018 May 24, 2018 June 28, 2018	All meetings are held at 5:15 p.m. at the Kern County Superintendent of Schools office, 1300 17th Street, Bakersfield, in Room 318 on the Third Floor.
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KERN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS 2017-2018 Scholarship Application



Name: _____ Age: _____

Address: _____ Telephone Number: _____

Parent/Spouse Name: _____ Occupation: _____

Employed by: _____

List in order of preference colleges, universities or business schools where you have formally applied for admission:

Proposed Major: _____

List in order of preference colleges, universities or business schools where you have formally applied for admission:

<u>Name of Institution</u>	<u>Accepted—Yes/No</u>
_____	_____
_____	_____
_____	_____
_____	_____

List extra-curricular activities for school and community (include athletics, music, and any offices held, etc.)

List Academic Awards and/or Honors Received:

Employment (last three years)

<u>Employer</u>	<u>Duties</u>	<u>Dates</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Please state reasons you need financial assistance:

List additional information you feel would be of interest to the Scholarship Committee:

PLEASE ATTACH FINANCIAL INFORMATION SUMMARY

Signature: _____ Date: _____

Please return Scholarship Application, Financial Summary and a SEALED official transcript by March 23, 2018.

TO: Patty Shultz
KAEOP Scholarship Chair
3107 Oak Place, Bakersfield, CA 93304

Please call Mrs. Shultz at (661) 703-1404 should you have any questions.

Kern Association of Educational Office Professionals 2017 - 2018 Awards Program



Official Nomination Form

Name of Nominee: _____

Nominee's Job Title: _____

Employed by: _____
(Include Job Site and District Name)

Nominated by: _____ Phone : _____



Nomination Form for KAEOP Administrator of the Year Or Educational Office Professional of the Year

Please check one category:

- 2017-2018 Educational Administrator of the Year **OR**
- 2017-2018 Educational Office Professional of the Year

To be completed by KAEOP Board Member

Assigned: _____

Years in Education: _____

Please list professional/educational affiliations or memberships:

Offices held or committees served on in the above listing:

Outstanding contributions made as an educational administrator or classified office professional (*please attach a separate sheet if necessary*):

Please include a brief history of the nominee's career in education and two letters of recommendations. Completed nomination forms and materials must be returned no later than Friday, March 23, 2018 to:

Sarah Tierce, Awards Chairman
7208 Bandolero Way, Bakersfield, CA 93308-6404

The awards will be presented at the KAEOP Bosses Luncheon at the Kern Agricultural Pavilion on May 1, 2018.



In Memory of Margaret Elain Cross

December 7, 1954 - December 11, 2017

KAEOP was stunned to learn of our dear friend and Board Member Margaret's passing. She was a very unique lady with a giving heart. Margaret was a member of KAEOP and CAEOP for

many years, and thoroughly enjoyed these organizations. She leaves behind her siblings, Cassielee and Matt. Her family and friends were everything to Margaret and she was eternally grateful for them. The following are excerpts from her obituary published in *The Bakersfield Californian* on December 15, 2017.

She grew up locally, attending Mt. Vernon, Sierra Jr. High, and Foothill HS, graduating in 1973. During her school career, Margaret was an avid violinist and was always in the school orchestra.

Margaret attended Bakersfield College, earning a Legal Secretary Certificate. Later she studied Paralegal Studies/Law at West Los Angeles College. She worked as a Legal Secretary/Paralegal for

over 30 years in the Santa Monica area. When she returned to Bakersfield in 2004, she became an Administrative Secretary at the Bakersfield City School District.

Margaret was very active in her community and church, where she currently served as the chorister in the Relief Society and a Visiting Teacher. She was a member of several professional organizations, including Zonta International and KAEOP where she was named Office Professional of the Year in 2016.

Margaret's life revolved around her family, the Church, her many friends and her dogs. She loved to travel, America being her favorite destination. Margaret loved humor, music, reading, learning, American history, crafts, and accessories of all kinds. She had a gift for organization. It was her true calling. She once reorganized an organization manual! That's our Margaret!

Rest in Peace, sweet friend.

Holiday Thought

All the holiday bells in the world can't match the glory of a good hard laugh. Indulge often!!

We can get so caught up with getting it all *right* that we forget to enjoy any of it! At the end of the day, no one will remember what place settings you used or even what you wore. They'll remember, however, what it felt like to laugh with you. Find every opportunity you can to do it and do it often—not just because it feels good, but because it's hard to take yourself too seriously or succumb to perfectionist tendencies when you're in the grip of a satisfying guffaw.

From: Huffington Post, Holiday Thoughts

