

K-NEWS



An Official Publication of Kern Association of Educational Office Professionals (KAEOP)

RESPECT FOR THE PAST . . . RESPONSIBILITIES FOR THE PRESENT . . . VISION FOR THE FUTURE

“Mission Statement”

The mission of the Kern Association of Educational Office Professionals is to provide the membership with opportunities for professional growth and leadership through networking of ideas and information, recognizing achievements, serving the youth of our schools and our community, and providing fellowship with other educational office professionals.

Mark Your Calendar

- ◆ **August 25—KAEOP Board Meeting**
- ◆ **KAEOP Excel Computer Workshops—coming in the Fall**

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PRESIDENT'S MESSAGE

Happy Summer!

I can hardly believe that the school year is already over! What a great year it has been. I want to thank everyone for supporting KAEOP this year. We will be taking a little break in July. Meetings will begin on Thursday, August 25.

KAEOP is planning some fun events and activities for next year, beginning in the fall. More information will be forthcoming. KAEOP will also be hosting the CAEOP State Board meeting in January. At that time we will have an opportunity to earn some Professional Incentive Program (PIP) points as well. Please mark your calendar to attend the State Conference in Lake Arrowhead Friday and Saturday March 9—10, 2017. It is a busy event with great in-services and opportunities to network with other classified employees throughout the state. There will be pre-conference activities on Thursday March 9, 2017.



Happy 4th of July, I hope everyone has a safe and wonderful summer.

Sincerely,

Mary Alice Means,
KAEOP President



*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

Your KAEOP 2015—2016 Board

Elected Officers

	<u>Name</u>	<u>Email</u>
President	Mary Alice Means	mameans@kern.org
Vice President of Programs	Kenton Miller	kmiller@csb.com
Vice President of Membership	Connie Vargas	covargas@kern.org
Secretary	Margaret Cross	crossm@bcasd.com
Treasurer	Kathryn Miller	kamiller@kern.org
Immediate Past President	Lorri Kilby	lokilby@kern.org

Appointed Positions

Inspiration	Patty Schultz	patty1967@bak.rr.com
Poster Contest Co-Chairman	Monica Fetalvero	mofetalvero@kern.org
Poster Contest Co-Chairman	Christina Rosales	chrosales@kern.org
Scholarships Co-Chairman	Sarah Tierce	satierce@yahoo.com
Awards Co-Chairman	Kathryn Miller	kamiller@kern.org
Awards Co-Chairman	Patty Schultz	patty1967@bak.rr.com
Bosses Luncheon Chairman	Elena Perez	elperez@kern.org
Newsletter	Jerilyn Snow	jesnow@kern.org
Website Coordinator	Kenton Miller	kmiller@csb.edu
Community Involvement	Lorri Kilby	lokilby@kern.org
Ways & Means Co-Chairman	Beano Cameron	beanocameron@att.net
Ways & Means Co-Chairman	Barbara Frieze	bfrieze2008@att.nett
Auditor	Connie Vargas	covargas@kern.org

Kern AEOP Objectives

The Kern Association of Educational Office Professionals (KAEOP) is affiliated with the National (NAEOP) and California Association of Educational Office Professionals (CAEOP). KAEOP is an organization designed to bring together the school office professionals of Kern County.

- ◆ To exalt our profession on all occasions
- ◆ To observe a define code of ethics
- ◆ To be loyal to individual schools systems, and to educate in general
- ◆ To become a recognized professional organization
- ◆ To sincerely strive for finer and more efficient service to schools and community
- ◆ To have active representation from as many schools and districts as possible within Kern County

KAEOP Bosses Luncheon

As you know by now, the KAEOP Bosses Luncheon was a great success! Here are some highlights and results—KAEOP dollars at work! The high school senior scholarships were awarded to two seniors in the amount of \$1,000 each. Both seniors were from West High School. They will receive their scholarship upon proof of college enrollment.



There was a plethora of raffles from very generous vendor/donors, 18 to be exact but too many to mention here however they ranged from massages to restaurant gift cards to beauty products to technology to dinner and a movie to a Disneyland vacation package all totaling \$3,635!

Also, many donations were accepted for the community involvement projects, Foster Youth and Second Star to the Right. Funds received from the sale of the Disneyland raffle tickets were designated for Second Star to the Right where proceeds, in the form of giftcards, will be given to families in need struggling with a child that has cancer.

For the poster contest,

Grades K—2: Rosamond Elementary took 1st and 3rd while Del Vista Elementary, 2nd;

Grades 3—4: Stine Elementary took 1st, Hacienda Elementary, 2nd while Nueva Vista Language Academy took 3rd;

Grades 5—6: Centennial Elementary took 1st, Granite Point, 2nd and Tropico Middle School took 3rd;

Russ Shipley was named KAEOP Administrator of the Year and Margaret Cross was Office Professional of the Year.

A total of \$3,800 was raised for KAEOP.



KAEOP Community Giving

Second Star to the Right:

KAEOP has raised \$500 generated at the Bosses luncheon for Second Star to the Right. A check was presented to the charity at the KAEOP installation.

Dream Center Foster Youth:

Lorri has collected items for the Foster Youth program and will deliver them to the Dream center this month.

KAEOP Installation

June 22, 2016

Last week, our KAEOP installed new officers for the next 2016-17 year.

President: **Mary Alice Means**

President Elect/Vice President-In-Service: **Kenton Miller**

Vice President Membership: **Connie Vargas**

Secretary: **Margaret Cross**

Treasurer: **Kathryn Miller**

Past President: **Lorri Kilby**

Inspiration: **Patty Schultz**

Poster Contest Co-Chairman: **Monica Fetalvero**

Poster Contest Co-Chairman: **Kelly French**



KAEOP presented **Second Star** to the **Right** founder, Brianna Schechter with donations/gift cards totaling \$500.



Scholarships Co-Chairman: **Kathryn Miller**

Scholarships Co-Chairman: **Patty Schultz**

Awards: **Sarah Tierce**

Bosses Luncheon Chairman: **Elena Perez**

Newsletter: **Rebecca Shipley**

Community Involvement Committee: **Lorri Kilby**

Nominations—**Connie Vargas**

Website Coordinator: **Kenton Miller**

Ways and Means: **Elena Perez**

Auditor—**Connie Vargas**

A delicious dinner was catered by Too Fats.

President Mary Alice thanked the Board and committee members for their service.



Upcoming 2017
KAEOP Board
Meetings:

***Now meeting on
Thursdays***

The 4th *Thursday* of
each month:

August 25, 2016

September 22, 2016

October 27, 2016

November 17, 2016

December 2016 TBD

January 26, 2017

February 23, 2017

March 23, 2017

April 27, 2017

May 25, 2017

June 2017 TBD

Meetings are held at
City Centre, 3rd
Floor, Room 318 @
5:15pm



Jessica Baca, Mary Baker, Afton Beck, Kelly French and Lucia Reyes-Franco.

Welcome!

Laugh Lines:

One morning a mother was trying to wake up her son. "Wake up now! It's time to go to school." "I don't want to go to school," the son replied. His mother said, "Give me two reasons why you don't want to go to school." "Okay. One, all the children hate me. Two, all the teachers hate me." "Not good enough," the mother replied. "Fine," the son said. "Then you give me two good reasons why I SHOULD go to school." "One, you're 50 years old. Two, you're the principal of the school."

*"Motivation gets you started,
habit keeps you going."*

10 Ways to be More Productive at Work

By Daniel Bortz

Feel like your work days fly by and you don't get enough done? If this is a recurring problem, your work productivity is in serious need of a reboot.



Your productivity plays a pivotal role in whether you keep your job. "Managers and executives these days are totally focused on productivity—getting the most from the employees they have," says Kate Wendleton, president of career coaching firm The Five O'Clock Club. "They are reluctant to hire up, so they need people who are productive."

Take breaks. It's tempting just to sit at your desk all day, but you'll find yourself far less energized. A simple five-minute walk will help clear your head and enable you to restart your work with a fresh approach. "It helps the blood flow," Wendleton says. Marla Tabaka, a business coach and strategist, says your brain needs a break of some sort every two hours. "It's a good idea to get up, stretch, go to the water cooler, and then get back to work," she says. "Just try to keep your breaks to five minutes."

Prioritize. Once in the morning and then again in the middle of the day, take a step back and examine if your efforts are focused on the right projects. "You need to ask yourself, 'Am I working on the most important thing I can be working on?'" Wendleton says. If you want to save time, make a to-do list the night before and then update it in the afternoon. "You need to ensure you're working on things that are important to the company," Wendleton says. The more important your work is, the more valuable you are as an employee.

Set long-term goals. "Too many people get caught up in the day-to-day things that need to be done—the recent email that came in, the phone call that just came in—and then they really don't get anything done that's significant because they're just fighting fires," Wendleton says. Develop two big-picture things that you want to accomplish throughout the year and post them next to your computer as a reminder.

Start your day earlier. If you can, get to work early, when people aren't there to distract you. "You'll get so much more done," Wendleton says. An empty office means no one will be bothering you with questions and taking time away from your work.

Surf the Web—occasionally. Web browsing can actually refresh tired workers and enhance their productivity, compared with other activities such as making personal calls, texts, or emails, according to a study released last year by the National University of Singapore. The study found that taking intermittent breaks from tasks to surf the Web and visit your favorite sites can help you focus more when you go back to work.

Don't multitask. Focus is key. "These people who think that they can multitask are wrong," Wendleton says. Focus on one thing, get it done, and move on. "The people who are able to focus and get something done well are the people who are most productive," she says.

Multitasking will eat up 40 percent of your workday, Tabaka says. "Employers want people who can focus," she says. Instead, block out time to do certain tasks. "You're not putting things off—you're scheduling things," Tabaka says.

Meditate. It gives you the ability to let go of the stress. While you're meditating, Tabaka suggests visualizing what you want your ideal day to look like. "That'll get you one step closer to creating that ideal day," she says. Tabaka adds that meditation doesn't have to mean sitting in a still position and humming; you simply need to do something that relaxes you.

Snack right. Snacks should be high in protein and high in fiber. "Don't limit your snacks to just one food group," says nutritionist Heather Bauer, author of *The Wall Street Diet*. For example, if you're going to snack on a piece of fruit, add some peanut butter for energy and two pieces of high-fiber bran crisp bread. Or pair a handful of high-fiber cereal with a flavored Greek yogurt. Noshing on pretzels and chips? They're full of simple sugars that create a quick rise in blood sugar levels, but they aren't good for the long haul. "This is ideal for a moment, but then you end up feeling hungry and tired 20 minutes later," Bauer says.

Power nap. A number of medical studies have shown that short napping in the early afternoon increases a person's productivity, alertness, and sometimes even their mood. "A very short, regenerative nap can help you channel your energy and refocus," Tabaka says. Just be sure not to sleep for more than 15 to 20 minutes. Otherwise, it could create problems with your boss.

Counter interruptions. You must have a strategy for dealing with interruptions. Caroline Ceniza-Levine of New York career coaching firm SixFigureStart says, "When someone comes in, all of your strategies shouldn't go out the window." If a colleague comes in and asks for a minute, you can say, "Not right now. Send me an email, and we'll set up some time." One caveat: Don't try it with your boss.

SKILLET STEAK AND WILTED KALE

Ingredients

- 1 bunch kale, stems removed
- 2 (3/4-inch-thick) beef strip steaks
- 1 teaspoon kosher salt
- 1/2 teaspoon ground black pepper
- 1 tablespoon olive oil
- 2 tablespoons butter
- 1 large sweet onion, such as Vidalia, thinly sliced
- 1 tablespoon red wine vinegar
- 1 teaspoon honey



Preparation

1. Preheat oven to 425°. Chop kale. Sprinkle steaks with salt and pepper. Cook steaks in hot oil in a large skillet over medium-high heat 3 minutes on each side. Place on a wire rack in a jelly-roll pan, and bake 6 minutes.
2. Meanwhile, wipe skillet clean, and melt butter over medium-high heat. Add onion, and sauté 5 minutes or until tender.
3. Remove steaks from oven, and loosely cover with foil to keep warm. Add kale to onion mixture, and cook, stirring constantly, 5 minutes or until kale is wilted. Stir in vinegar and honey; season with salt and pepper. Serve with sliced steak.

For myself I am an optimist
it does not seem to be much use being anything else.
-Winston Churchill

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2015—2016
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THINK POSITIVELY
 EXERCISE DAILY
 EAT HEALTHY
 WORK HARD
 STAY STRONG
 WORRY LESS
 DANCE MORE
 LOVE OFTEN
 BE HAPPY



FAITH
 is like Wi-Fi,
 it's invisible but
 it has the power
 to connect you to
 what you need.

Time is more valuable than money.

You can get more money, but you cannot get more time.

old people at weddings
 always poke me and say
 "you're next". So, i
 started doing the same
 thing at funerals



Dear Girls, Dressing immodestly is like rolling around in manure. Yes you'll get attention, but mostly from pigs. Sincerely, Real Men

Hidden
 in Plain
 Sight

Procrastination
 WORKING TOMORROW FOR A BETTER TODAY

Have you ever noticed
that a woman's
"I'll be ready in 5 minutes"
and a man's

"I'll be home in 5 minutes"
 are exactly the same?

IF you don't know your own worth and value, **THEN DO NOT** expect someone else to calculate it for you



Wanted:
GOOD WOMAN

Must be able to clean, cook, sew, dig worms and clean fish. Must have boat and motor!

Please, send a picture of boat and motor!

F.E.A.R.
 has two meanings -
 Forget Everything And Run
 OR
 Face Everything And Rise
 The choice is yours.



"Always remember PAIN makes people CHANGE So DON'T hurt them, if YOU don't want them to CHANGE."

If a man insisted always on being serious and never allowed himself a bit of fun and relaxation, he would go mad or become unstable without knowing it.
 ~Herodotus

Mer Benaver
 As a child I saw Tarzan almost naked, Cinderella arrived home after midnight, Pinocchio told lies, Aladdin was a thief, Batman drove over 200 miles an hour, Snow White lived in a house with 7 men, Popeye smoked a pipe & had tattoos, Pac Man ran around to digital music while eating pills all night & Shaggy and Scooby-doo were mystery solving hippies that always had the munchies.
 So, Don't blame me for being wild,
Blame DISNEY!

"First we make our habits, and then our habits make us."

Prayer Changes Things

WHEN life GETS TOO HARD TO STAND, kneel



They say that what doesn't kill you makes you stronger.
At this point, I should be able to bench-press a **BUICK.**

RULES FOR DOING GOOD.
 Do all the good you can, In all the ways you can, To all the People you can, In every place you can, At all the times you can, As long as ever you can.



Friendship is not about people who act true to your face. It's about people who remain true behind your back.

this is my wish for you:

comfort	on difficult days,
smiles	when sadness intrudes,
rainbows	to follow the clouds,
laughter	to kiss your lips,
hugs	when spirits sag,
sunsets	to warm your heart,
friendships	to brighten your being,
beauty	for your eyes to see,
faith	so that you can believe,
confidence	for when you doubt,
patience	to accept the truth,
courage	to know yourself,
love	to complete your life.

More pics on www.imfunny.net