

K-NEWS

Special Fall Edition
November 2022



Mission Statement

The purpose of the Kern Association of Educational Office Professionals shall be to promote professional interest in educational non-certificated positions in the offices of the educational institutions and allied groups within the County of Kern; to provide opportunities for individual training and advancement within the school system of the County of Kern; and to provide a clearing house for administrators and employees for ideas and methods which will result in a finer and more efficient service to the schools and community.

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President's Message



Elena Perez, KAEOP President
2022-2023 President

Happy Autumn 2022!

It's been a very warm summer and Autumn is a welcome respite.

Hope you all enjoyed some time off to refresh and renew for this new school year.

Your KAEOP has been involved in a few activities. September's Tahoe Joe's fundraiser was successful and tasty. We

participated in Kern County Superintendent of Schools vendor fair. We distributed KAEOP's information and added a few new members to our roster!

We have a few upcoming events: See's Holiday sales fundraiser, See's yum-fundraising store is open year-round on our website. You can place your order and delivered to you. Your orders give KAEOP a % of sales! We will be involved at CALM's upcoming holiday events. Also, in the works are a couple of workshops: MS Excel and others.

I invite you to attend one of our Board meetings in person or via Zoom. I'm looking forward to seeing you this year.

Keep in touch with our latest events at our website kernaeop.org

Elena Perez
KAEOP President 2022-2023

Keep your thoughts positive because your thoughts become your words.

Keep your words positive because your words become your behavior.

Keep your behavior positive because your behavior becomes your habits.

Keep your habits positive because your habits become your values.

Keep your values positive because your values become your destiny.

Ghandi

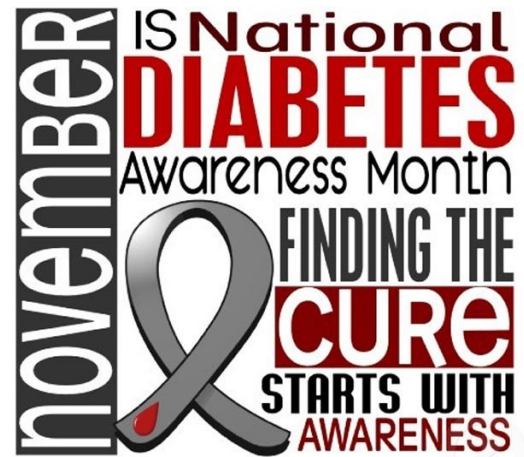
November is . . .

November is the month of gratitude, so take a few minutes and think about all that you have to be grateful for. Here is a chart I found on Amazon of 30 days of gratitude. It may help you realize the not so obvious things.



#1 What smell are you grateful for today?	#2 What technology are you grateful for?	#3 What color are you grateful for?
#4 What food are you most grateful for?	#5 What sound are you grateful for today?	#6 What in nature are you grateful for?
#7 What memory are you grateful for?	#8 What book are you most grateful for?	#9 What place are you most grateful for?
#10 What taste are you grateful for today?	#11 What holiday are you grateful for?	#12 What texture are you grateful for?
#13 What abilities are you grateful for?	#14 What sight are you grateful for today?	#15 What season are you grateful for?
#16 What about your body are you grateful for?	#17 What knowledge are you grateful for?	#18 What piece of art are you grateful for?
#19 What touch are you grateful for today?	#20 Who in your life are you grateful for?	#21 What song are you most grateful for?
#22 What story are you grateful for?	#23 What tradition are you grateful for?	#24 What challenge are you grateful for?
#25 What moment this week are you most grateful for?	#26 What form of expression are you most grateful for?	#27 What small thing that you use daily are you grateful for?
#28 What small thing that happened today are you grateful for?	#29 What friend/family member are you grateful for today?	#30 What talent or skill do you have that you are grateful for?

Text prompts courtesy of www.TextMyJournal.com



American Diabetes Month “Observed every November, American Diabetes Month is an important element in the American Diabetes Association’s efforts to focus our nation’s attention on the disease and the tens of millions of people affected by it.” One in 11 Americans has diabetes, and 86 million are at risk for developing the disease. You may be surprised to learn that diabetes causes more deaths than AIDS and breast cancer combined. It’s likely we all have “friends, family members, and neighbors managing the day-to-day triumphs and challenges of the disease.”

Source: American Diabetes Association

World Kindness Day

“World Kindness Day (November 13) is to highlight good deeds in the community focusing on the positive power and the common thread of kindness which binds us. Kindness is a fundamental part of the human condition which bridges the divides of race, religion, politics, gender and zip codes.”



Source: Wikipedia

Community Involvement - CALM Zoo



“CALM partnered with Lighttasmic—long time producer of the zoo’s HolidayLights event—for a second event called AutumnNights.

AutumnLights is a family friendly, Halloween-themed light show that takes place in the zoo grounds. Guests are invited to take a ride on the Candy Cane Express train, explore a variety of illuminated fall-themed lights or get lost in the Craze Maze. You could take pictures with the Pumpkin Mayor after a journey through the Bayou or stop in the gift shop to purchase your favorite CALM gear.” (Excerpt from CALM’s newsletter). This event helps raise funds to support native wildlife and the zoo.

As supporters of CALM, KAEOP was thrilled to volunteer to help at this fabulous new event. Dressed in costumes and having a wonderful time were KAEOP board members Elena Perez, Mary Alice Means, Cherie Anderson and Cristina Valenzuela.

Photos courtesy of CALM’s Facebook page



Scholarship Opportunity

Kern Association of Educational Office Professionals



Student Scholarship Opportunity

Provided to assist students who wish to continue with higher education and pursue a career in business administration or education.

The 2022-2023 scholarship is valued at \$1,000.00.

Please read carefully and follow the accompanying Guidelines.

Application and accompanying materials
MUST be postmarked by March 17, 2023
and mailed to:

Elsa Flores, Scholarships Chair
P. O. Box 1803
Bakersfield, CA 93303

Applications can also be dropped off at KCSOS office at 1300 17th St. 6th floor

Kern Association of Educational Office Professionals
Student Scholarship
2022-2023 Application & Guidelines

The 2022-2023 scholarship is valued at \$1,000.00. More than one scholarship may be awarded. This scholarship is a "tuition-only" scholarship.

CRITERIA

- Need for financial assistance
- Scholastic achievement
- Initiative
- Extracurricular Activities and
- Quality and completeness of application materials

TO QUALIFY

- Applicant must be a graduating high school student who has made application to continue his/her education OR the applicant may currently be pursuing such a course of study in an institution of higher education.
- Applicant must have maintained a grade point average of 2.0 or better in high school.
- Applicant must have applied for admission to a post-high school accredited institution and plan to enter following the granting of the scholarship, or already be enrolled in an accredited college or university.
- Applicant must be a resident of Kern County.
- Applicant must intend to continue his/her education in the field of business administration or education.
- Applicant shall be responsible for the completion and return of all required support materials to the KAEOP Scholarship Chairman before the deadline date.

APPLICATION

An application will be considered complete when the KAEOP Scholarship Chairman has received the following items:

- Completed application and biographical information forms included on pages 4 and 5.
- **Official** copy of high school transcript (or university/college transcript for higher education applicants) in a sealed envelope. High School transcript must indicate class rank. College transcript must show cumulative GPA.
- Completed one-page essay on "Why I am choosing a Career in Business or Education."
- Submit THREE letters of recommendation: (a) from a principal, counselor or other school administrator describing the candidate's activities, leadership record, character, personality, initiative, and home background; (b) from a language arts or math teacher, and (c) from someone other than a KAEOP member or other than a family member.

SELECTION CRITERIA/PROCEDURE

- Recommendations 10%
- Activities/School/Extracurricular 10%
- Financial Need 30%
- One-Page Essay 20%
- Scholastic Record (official transcript) 30%

The KAEOP Scholarship Chairman will select a panel of judges to review applications and select the winning application(s).

The KAEOP Scholarship Chairman will notify all applicants of the status of their application.

Students selected to receive a 2022-2023 KAEOP Student Scholarship will be invited to attend the KAEOP Bosses Luncheon for presentation. The KAEOP Scholarship Committee will notify all candidates by April 14, 2023 as to its selection of scholarship recipients.

AWARD DISBURSEMENT

To receive the scholarship funds, the scholarship recipient should send verification of enrollment at an accredited college or university to the KAEOP Scholarship Chairman. Upon receipt of the enrollment verification, the KAEOP Scholarship Chairman will request payment. The check, for \$1,000.00, will be awarded within 30 days.

DELAY OF SCHOLARSHIP PAYMENT

If a scholarship recipient is unable to attend a post-high school institution during the term following the granting of the scholarship, and so notifies in writing to the KAEOP Scholarship Chairman, the award may be held over for one school year. The KAEOP Scholarship Chairman must receive this request letter no later than September 1st. Following receipt of the written request, the KAEOP Scholarship/Awards Chairman will confirm postponement of the scholarship award until the following year. Prior to August 1st of the following year, the scholarship recipient must request activation of their prior year scholarship by sending a letter to the KAEOP Scholarship Chairman along with proof of enrollment at a post-high school accredited institution.

CONTACT PERSON:

Elsa Flores KAEOP Scholarship Chairman
P. O. Box 1803
Bakersfield, CA 93303
Phone: (661) 636-4653 Email: elflores@kern.org

Kern Association of Educational Office Professionals

2022-2023 Student Scholarship Application

Please read the application guidelines prior to completing the application information requested below. For additional space, use an 8 1/2 x 11 sheet of paper and attach. Type or print clearly.

Name of Applicant

Home Address

First

Middle

Last

Street

City

Zip

Telephone (_____) _____ Cell phone (_____) _____

Name & Address of high school: _____

Date of Graduation: _____

Are you currently enrolled in college? ___ yes ___ no If yes, name & address of college: _____

Are you a high school senior? ___yes ___no

If yes, list in order of preference three colleges, universities, or business schools to which you have formally applied for admission:

Name of Educational Institution

Address

Accepted?

If more space is needed for the following 5 items, attach another sheet(s).

List school extracurricular activities, including athletics, music, etc., and office held:

Academic awards or honors: _____

List your community (non-school) activities, including all offices held: _____

Have you worked part-time during your school career? If so, list:

Where Employed

Primary Responsibility

Dates

Please use this space to record additional information you feel would be of interest to the scholarship committee.

I certify the above is true and correct. I will use any funds received from KAEOP only for the purpose of paying expenses for my college education and I will notify KAEOP immediately if there should be any interruption in my plans for continuing my education this coming year.

_____ Date: _____

Signature of Applicant

Kern Association of Educational Office Professionals
2022-2023 Student Scholarship Application
Biographical Information Sheet

Name of Applicant: _____
First Middle Last

Father's Name: _____

Address: _____

Mother's Name: _____

Address: _____

Father's Occupation: _____ Mother's Occupation: _____

Number of parents' dependents (not including you) and their ages:

What is your chosen major? _____

What is your career objective: _____

Will your parents assist you financially in continuing your education? yes no

Will you have any other assistance (social security benefits, etc.)? yes no

Have you received any other scholarships? yes no

If yes, list name and amount : _____

How much anticipated annual assistance do you feel you will need to continue your education after graduating from high school?

Please check the range of your family's annual income:

Below \$25,000 \$25,000-39,999 \$40,000-69,999 \$70,000 or more

List any other family/financial/personal adversity circumstances, which should be considered:

I certify the above is true and correct.

Date: _____

Signature of Applicant

MUST BE POSTMARKED BY MARCH 17, 2023
OR DROPPED OFF AT KCSOS OFFICE, 1300 17TH ST. 6TH FLOOR

KAEOP Membership

KAEOP provides opportunities for personal and professional growth, leadership, service, networking and recognition to all office professionals. Any classified employee at an educational facility in Kern County is eligible for membership. Won't you join us?

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**

NAEOP Annual Conference



2023 NAEOP Annual Conference - July 16-19, 2023 - Hilton Omaha Hotel

Fundraiser - See's Candies

Support KAEOP'S Holiday Scholarship Fundraiser

September 25 to December 1

Shop Our On-Line Storefront
Direct link to KAEOP See's CANDY

https://www.yumraising.com/secure/kernaoc_kaeop_holiday_scholarship_fundraiser26/Mar_Mea1308/candy

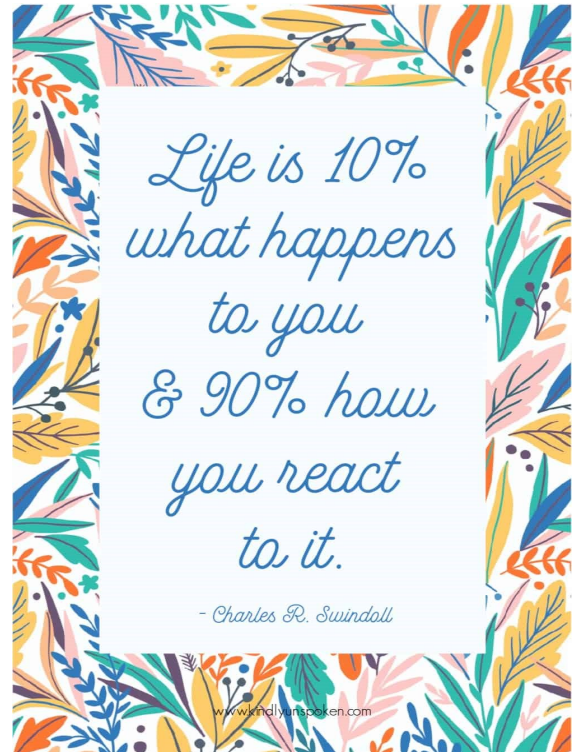
All proceeds stay in Kern County. www.kernaep.org



11 Things to Remember

11 Things to Remember When Going Through Difficult Times at Work and In Your Personal Life

1. Everything can and will change.
2. You've overcome challenges before.
3. It's a learning experience.
4. Not getting what you want can be a blessing.
5. Allow yourself to have some fun.
6. Being kind to yourself is the best medicine.
7. Other people's negativity isn't worth worrying about.
8. You have lots of strengths as a person.
9. Anything is possible.
10. Great things take time.
11. There is always, always, always something to be thankful for!



Recipe



Homemade Potato Soup

Ingredients

- 6 potatoes, peeled and cut into bite size pieces
- 2 leeks, washed & cut into bite size pieces (optional)
- 2 onions chopped (can use less)
- 1 carrot, pared and sliced
- 1 stalk celery, sliced
- 4 chicken bouillon cubes
- 1 Tbsp. parsley flakes
- 5 cups water
- 1 13 oz. can evaporated milk
- Chopped chives
- Bacon, chopped

Directions

Put all ingredients except evaporated milk and chives in crock pot or soup pot. Cover & cook on low 10-12 hours (using high 3 to 4 hours) or (stove top 1 hour). Stir in evaporated milk during last hour.

If desired, mash potatoes with masher before serving. Serve topped with chopped chives & bacon.

Poster Contest

Kern Association of Educational Office Professionals
(KAEOP) 2022-2023
Poster Contest

Cristina Valenzuela, Chairman
Contact Phone: (661) 636-4524
Email: crvalenzuela@kern.org

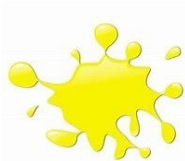
POSTER CONTEST ANNOUNCEMENT

Attached is the flyer announcing the Kern Association of Educational Office Professionals (KAEOP) 2022-2023 Annual Poster Contest.

Please feel free to duplicate the Student Entry Certification Form as needed or contact the chairman for additional copies. We sincerely hope your students will be able to participate in this year's Poster Contest.

As a reminder.....the Student Entry Certification Form must be attached to the upper right corner on the back of the poster. No student name should be on the front of the poster.

Cash prize awards and a special gift will be presented to each student in the first, second or third place categories. Once the award winners have been determined, contact will be made with the teacher or the parent to coordinate a time to present the award.



KERN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

2022-2023



ANNUAL POSTER CONTEST



THEME: *“WHAT I LIKE BEST ABOUT MY SCHOOL”*

- WHO MAY ENTER:** Any student, 6th grade or under, enrolled before the deadline date in a Kern County elementary school may submit an entry.
- DEADLINE:** Completed posters must be received no later than February 28, 2023.
- POSTER SPECS:** Designs **must** be submitted on white construction paper only, no larger than 11x17.
- LETTERING:** Stenciled letters, pre-printed, manufactured stick-on or press-on letters or tracings of letters must **NOT** be used as part of the poster design.
- COLOR/MEDIA:** Students should use bold, bright, or brilliant colors using colored pencils, pens, markers, watercolor, chalk, acrylic paint or crayons. Posters should be drawn horizontally on the paper.
- ORIGINALITY:** Posters must be the original work of the student entering the contest in idea, design, and execution. Posters must illustrate the contest theme.
- JUDGING:** Posters selected for final judging will be reviewed by a panel of local judges, comprised of individuals in the field of education and/or art.
- WINNERS:** Cash prizes of \$50, \$25, and \$15 will be awarded to the 1st, 2nd, and 3rd place winners in each of the following grade divisions:
- | | | | |
|-------------------------|------------|------------|------------|
| Grade Divisions: | Grades K-2 | Grades 3-4 | Grades 5-6 |
|-------------------------|------------|------------|------------|
- ENTRIES:** Posters should be delivered or mailed to the attention of Cristina Valenzuela, Kern County Superintendent of Schools, 1300 17th Street – 6th Floor, Bakersfield, CA 93301.
- Please attach the Entry Certification Form securely on the **back** upper right-hand corner of the poster. All entries become the property of KAEOP and may not be returned. For additional information, please contact: Cristina Valenzuela at (661) 636-4524 or crvalenzuela@kern.org.

KERN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

2022-2023



ANNUAL POSTER CONTEST



STUDENT ENTRY CERTIFICATION FORM

Please print clearly or type. Attach completed form securely to back upper right-hand corner of each poster submitted. Ok to copy as needed.

STUDENT NAME: _____
TEACHER NAME: _____
SCHOOL NAME: _____
ADDRESS: _____
CITY _____

GRADE: _____
DAYTIME PHONE #: _____
DISTRICT NAME: _____
ZIP: _____
Date: _____

EMAIL ADDRESS FOR TEACHER or PARENT:

TEACHER or PARENT SIGNATURE:



GEM Award

KAEOP has implemented the GEM "Going the Extra Mile Award" to recognize all outstanding classified office professionals who go "above and beyond" their usual duties. This program will recognize the amazing secretaries, receptionists, clerks, registrars, bookkeepers, and other office staff that help make all educational offices amazing. This award is for any classified employee working in a school, district or county office. You and your nominee do not have to be a member of KAEOP.

Copy & Paste this link into your search bar <https://forms.gle/iWhYsErAm817tnWm8> to nominate a deserving individual.

Each month the KAEOP executive board will select a monthly recipient. The deserving recipient will receive a \$25.00 gift card & certificate.

Take the opportunity to nominate a deserving individual. Make sure to include specific examples of how this person goes above and beyond their regular duties. Examples may include; providing the highest quality of service, contributing to a positive work place, and treating others with warmth, courtesy and respect. If you have any questions or want to nominate someone, please contact Sarah Tierce at satierce@yahoo.com or (661) 805-1509.

CAEOP Conference - Save the Date



SAVE THE DATE

PRE-CONFERENCE
FRI | MAR 17

CONFERENCE
SAT | MAR 18

- Learn and Grow with Dynamic Professional Development Opportunities for Educational Office Professionals & School Employees.
- Network and Connect with Office Professionals and School Employees in similar roles as you throughout the state of California.
- Attain Professional Incentive Program (PIP) points to earn your COEO certification.
- Navigate resources to assist you in professional growth and knowledge through workshops and breakout sessions relevant to school employees.



CAEOP 2023
CONFERENCE
FOR EDUCATIONAL
OFFICE PROFESSIONALS

"Rise up with CAEOP"

K-NEWS - 16

Meeting Dates

KAEOP Executive Board and Committees meet the fourth Thursday of every month at 5:15 p.m. except for the months of July and August. Please join us at any meeting to discuss community activities and events. We value your input.

Date:	Meeting Location:	Time:
9/22/2022	Larry Reider Bldg. - 101	5:15pm – 7:00pm
10/27/2022	Larry Reider Bldg. - 101	5:15pm – 7:00pm
12/8/2022	Larry Reider Bldg. - 101	5:15pm – 8:00pm
1/26/2023	City Centre – 1B	5:15pm – 7:00pm
2/23/2023	City Centre – 1B	5:15pm – 7:00pm
3/23/2023	City Centre – 1B	5:15pm – 7:00pm
4/27/2023	City Centre – 1B	5:15pm – 7:00pm
5/25/2023	City Centre – 1B	5:15pm – 7:00pm
6/22/2023	City Centre – 1B	5:15pm – 7:00pm

2021-2022 KAEOP Board

Elena Perez	President; Bosses Luncheon; Ways and Means	elperez@kern.org
Mary Alice Means	Vice President, Programs; Community Involvement	mameans@kern.org
Kenton Miller, CEOE	Website Coordinator	kentonmiller56@gmail.com
Cherie Anderson	Vice President, Membership; Bosses Luncheon Co-Chairman	chanderson@kern.org
Lorri Kilby, CEOE	Secretary, Inspiration	lokilby@kern.org
Kathryn Miller, CEOE	Awards	kamiller@kern.org
Connie Vargas	Immediate Past President, Treasurer	covargas@kern.org
Sarah Tierce, CEOE	Newsletter	satierce@yahoo.com
Elsa Flores	Scholarships	elflores@kern.org
Cristina Valenzuela	Poster Contest	crvalenzuela@kern.org
Kathy Ramos, CEOE	Nominations and Elections	kgranny2013@att.net