

K-NEWS

Winter Edition
Oct./Dec. 2021



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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.

President's Message



**Elena Perez, KAEOP President
2021-2022 President**

Season's Greetings KAEOP friends and family,

I hope this Holiday Season finds you and your family well and healthy.

KAEOP has been busy this Fall. We now have our Board meetings available via Zoom. Our newest Board member Cherie Anderson has made this possible. We are trying to keep active as an organization and in the community as well, even with COVID restrictions.

We had some fundraisers: Tahoe Joe's and See's Candies. KAEOP Board volunteered at CALM holiday lights. We are in the midst of planning our Annual Bosses' Luncheon for Spring 2022. Please stay tuned for more information. If, COVID prohibits our luncheon in the Spring we have a contingency plan for our scholarship fundraiser.

Keep up with our events and activities via our newsletter and our website, Visit our website, www.kernaeop.org.

May this new year bring us closer to returning to our regular activities without restrictions. My family and I wish you all a very good Christmas and a bright new Year.

Feliz Navidad y Un Prospero Año Nuevo,

Elena Perez
KAEOP President 2021-2022

"Do good and good will come to you."

Unknown

Office Etiquette

Even if you think you have office etiquette down pat, it can never hurt to brush up on your workplace etiquette.

- Think before you speak. Your close friends “get” your dry sense of humor, but you should keep personality quirks in check when dealing with coworkers.
- Be a team player. Lots of companies are short-staffed, which means many employees are shouldering a bigger workload. Make a point not to overburden your co-workers by shirking your responsibilities.
- Respect a closed door. If a coworker has shut her office door, stay out. Leave a message for them to contact you.
- Take a breath before you hit “Send”- The easiest way to confront a coworker is often through e-mail. But remember that once you hit “Send” from an office computer, your words are now company property.
- Keep your personal matters and opinions at home. It’s ok to have strong views, but it’s not ok to push those views on your coworkers or pick fights with them when they do something you don’t approve of.



CAEOP Annual Conference



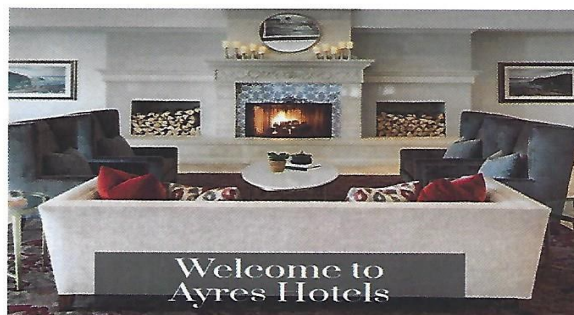
Save the Date!



California Association of Educational Office Professionals
71st Annual Conference

March 12, 2022

Ayers Hotel Fountain Valley/Huntington Beach
17550 Brookhurst Street, Fountain Valley, CA



So much to see and do! Whether you are new to the office, or with years of experience you will want to attend. The networking, speakers and programs offered will provide training and inspiration for the continued success of today’s educational office professional.

Fundraiser—See's Candies

Got a sweet tooth? Want to help KAEOP raise money for scholarships and numerous community projects? Order your See's Candies from this link to the online store all year! KAEOP will receive a small portion from every purchase. Thank you!

https://www.yumraising.com/secure/kernaoe_kaeop33/candy?h=Mar_Mea1308&c=fb9645



GEM Award

AEOE—LA Holiday Brunch

AEOE—Los Angeles held their annual holiday brunch at San Antonio Winery on December 11, 2021. The food was fabulous among the ambiance of wine kegs and Christmas decorations. Games were played and carols were sung with this wonderful affiliate.

Pictured:
Maria Gonzalez,
AEOE-LA
President,
Sarah Tierce,
Kenton &
Kathryn Miller.



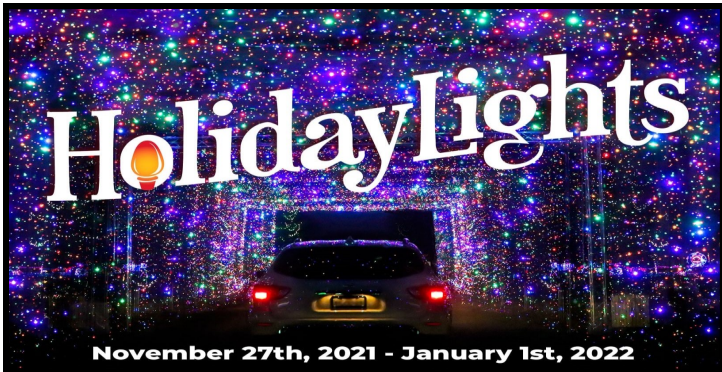
KAEOP has implemented the GEM "Going the Extra Mile Award" to recognize all outstanding classified office professionals who go "above and beyond" their usual duties. This program will recognize the amazing secretaries, receptionists, clerks, registrars, bookkeepers, and other office staff that help make 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/jWhYsErAm817tnWm8> 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.

Community Involvement



Enjoy the 19th annual **HolidayLights at CALM** – presented by Dignity Health, continuing as a drive-thru event for 2021! This drive-thru light display is a safe entertainment experience that celebrates the tradition of CALM's HolidayLights – all from the comfort and safety of your own vehicle. Make this a family experience for all!

The purchase of this ticket is an investment in the California Living Museum, as all proceeds benefit the CALM Foundation. Thank you!

Please note the following details for this year's event:

- Tickets may be used only on the night for which they are purchased.
- Each ticket is valid for one vehicle (No busses, RV's or limousines allowed – no exceptions).
- Vehicles must be under 10 feet in height, including antennae, light mounts, etc.
- Attendees must remain in their vehicles at all times.
- Gates open at 5:30 PM and the event closes at 8:30 PM.
- Entrance to CALM's HolidayLights is from Lake Ming Road towards Lake Ming and the Lake Ming Boat ramps.

Have questions about tickets to HolidayLights? – email HolidayLights@kern.org or call (661) 524-7416 during regular business hours.

Source: calmzoo.org

HolidayLights at CALM

KAEOP had the opportunity to volunteer at HolidayLights at CALM on December 13, 2021. CALM is our community involvement project again this year, and we were excited to be able to help them during this popular event.



Pictured above are board members Mary Alice Means, Lorri Kilby and Elena Perez.

Chez Noel

KAEOP President Elena Perez is an enthusiastic, energetic person who is deeply involved the community. She invited KAEOP board to join her in helping out at Chez Noel, an annual event hosted by the Assistance League of Bakersfield. The self-guided tour featured three beautifully decorated homes with proceeds from this fundraiser helping support Assistance League Bakersfield's philanthropic programs serving children in the community.



KAEOP Membership—Time to Renew!

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

Recipe Corner

Simple Tomato Soup

Ingredients

- 1 tablespoon unsalted butter or margarine
- 1 tablespoon olive oil
- 1 onion, thinly sliced
- 2 large garlic cloves, peeled and crushed
- 2 (28 ounce) cans whole peeled tomatoes
- 1 cup water
- 1 tablespoon sugar
- 1 teaspoon salt, plus more to taste
- freshly ground black pepper to taste
- 1 pinch red pepper flakes
- ¼ teaspoon celery seed
- ¼ teaspoon dried oregano



Directions

Heat butter and olive oil in a large saucepan over medium-low heat and cook onion and garlic until onion is soft and translucent, about 5 minutes. Add tomatoes, water, sugar, salt, pepper, red pepper flakes, celery seed, and oregano. Bring to a boil. Reduce heat, cover, and simmer for 15 minutes.

Remove from heat and puree with an immersion blender. Reheat soup until warm and season with more salt and pepper if desired.

Source: www.allrecipes.com



2022 NAEOP Annual Conference Salt Lake City, UT

July 17-20, 2022

HOTEL INFORMATION



Sheraton Salt Lake City Hotel
150 W 500 S
Salt Lake City, UT 84101
Phone: (801) 401-2000

Registration Information Coming Soon!

Sheraton Salt Lake City Hotel is centrally situated in the downtown business and entertainment districts in Salt Lake City, UT. Room rates are \$139.00. Overnight parking is complimentary. For any guests coming just for the day, there will be a \$5.00 parking fee at the parking kiosks throughout the hotel lots for 10 hours of parking. **The Reservation link and information will be available after the January Board Meeting.**

Call for Nominations

KAEOP is looking for energetic, passionate people to influence decisions impacting our programs and procedures, build networks with other like-minded individuals, act as change catalysts in our organization and serve as ambassadors to our peers. If you believe in the value of KAEOP's vision and programs, and you would like to be a part of our team, we have a chair waiting for you at our boardroom table!



Nominations will be accepted for the following positions:

- President
- First Vice President—Programs
- Second Vice President—Membership
- Secretary
- Treasurer

As per Article IV—Officers, Sections 3-4 of the KAEOP Constitution and Bylaws:

- Section 3: The President, First Vice President—Programs, Second Vice President—Membership, Secretary, Treasurer shall be elected annually in April with installation of officers in May or June.
- Section 4: The slate of nominees, together with a biographical sketch, shall be submitted to the membership in March by inclusion in the K-NEWS publication or a separate communication. The selected slate of officers shall be presented at the April Board meeting with installation of officers in May/June.

There are committees you can serve on as well. The following committees are appointed by the President:

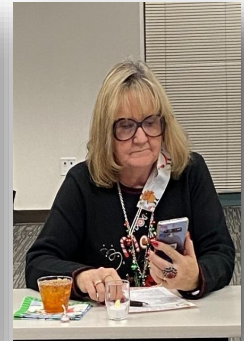
- Newsletter
- Poster Contest
- Awards
- Community Involvement
- Scholarships
- Bosses Luncheon
- Nominations and Elections

If you are interested in any of these positions, please contact Kathy Ramos, CEOE at kgranny2013@att.net at your earliest convenience. She will submit the slate of officers to the President and Executive Board in March.

Deadline for contacting the Nominations Chairman is March 18, 2022. The election will be held April 1-15, 2022.

Annual Christmas Dinner and Party

On December 15, 2021 KAEOP members and friends gathered together for fun, food and friendship at its annual dinner and Christmas party. Those who attended were treated to a traditional turkey, ham and stuffing dinner that included mashed potatoes and gravy, Cole slaw, green beans and rolls provided by Dickie's Barbecue Pit. Following the dinner were a couple of games and the gift exchange.



2021-2022 KAEOP Board

Elena Perez	President; Bosses Luncheon; Ways and Means	elperez@kern.org
Mary Alice Means	Vice President, Programs; Community	mameans@kern.org
Kenton Miller, CEOE	Treasurer; Website Coordinator	kentonmiller56@gmail.com
Patty Shultz	Vice President, Membership	patty1967@bak.rr.com
Lorri Kilby, CEOE	Secretary, Inspiration	lokilby@kern.org
Kathryn Miller, CEOE	Awards, Scholarships	kamiller@kern.org
Connie Vargas	Immediate Past President;	covargas@kern.org
Sarah Tierce, CEOE	Newsletter	satierce@yahoo.com
Elsa Flores	Scholarships	elflores@kern.org
Cherie Anderson	Bosses Luncheon	chanderson@kern.org
Kathy Ramos, CEOE	Nominations and Elections	kgranny2013@att.net