

# The Chronicle



Redlands Education Support  
Professionals Association  
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[www.respaonline.org](http://www.respaonline.org)

## Your Board

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## E.S.P.– Who We Are and Why We Do What We Do

November 11th through November 17th is American Education Week with a special emphasis on ESP's on **Wednesday, November 14th.** When we think about ESP's we want to remember that we are often the very first and very last adults our students come in contact with. We impact their lives in ways that are not always celebrated.

- The **Bus Driver** who picks up a student early in the morning with a welcoming smile and word of encouragement. Or kindly greets them on the way home after a rough day.
- The **CNS worker** who cheerfully assists the student (for the one Kazillionth time) inputting their ID# and serving them perhaps the only healthy meal they get all day.
- The **School Secretary** who listens to the stories, sorts out the real and imagined hurts and slights, and is, perhaps, the only kind and encouraging non-teacher the student comes into contact with all day.
- The **Campus Monitor** who fairly settles that pesky playground drama and notices the child who no-one plays with.
- The **Custodian** who befriends that student who doesn't quite fit in, the one who needs a "job" or a "task" but really just needs another adult to listen to them with interest and compassion and to model the value of hard, honest work.
- The **"Tech"** who helps an computer neophyte learn how to access the power of the internet and shares their own geek-centric love all things binary.
- The **Para-Professional** who takes a struggling student and points them to success...with kindness and compassion, because, as one Para Profession told us "It's in our name....we are professionals."

Your Union is proud to represent you. We are proud to assist in negotiating a living wage and benefits. We appreciate you and all you do.

*Let the workers organize. Let the toilers assemble. Let their crystallized voice proclaim their injustices and demand their privileges. Let all thoughtful citizens sustain them, for the future of Labor is the future of America.*

—John L. Lewis



Dear RESPA Members,

The Holiday Season is fast approaching and with it can come stress. This is also a time for many of us to reflect on our own lives. We have a lot of members that have had life changing things happen to them and/or their families. We have all had our fair share of stress and change over these past years and still have overcome the obstacles in front of us, continuing doing what we do best.

*"Take care of business and do the best job we can for the students, staff, each other, and the district."*

I ask that we keep each and every one of the members in our thoughts and prayers. I do see hope and positive change in the coming year. I ask that we keep a positive mind that things can and will get better as we move forward.

*I'm wishing every one of you and your families, Joy and Happiness this Holiday Season. May you all be healthy, happy and blessed.*

Sincerely,

*Dan*

Dan Kivett



## Redland Christmas Parade SATURDAY, DECEMBER 8th



If you were part of the wonderful group of RESPA Members, their families and kids, aunts and uncles, nanas and poppas who participated in the Redlands Christmas Parade last year you know what a blast we had.

It is truly THE WAY to participate in the event....riding in an RUSD bus, cookies, hot chocolate, great music, wonderful company— just awesome!

If you would like to participate, here are the details. All are welcome— but email Dan at [respapresident@gmail.com](mailto:respapresident@gmail.com) with the total number of folks you are bringing so we know how many cookies to make (OK, we are buying cookies...but let him know so we don't run out!)

**Dec. 8th: 9AM-1PM:** Join event coordinator John Havard and decorate bus for Christmas Parade-meet at Transportation-bring anything you think might make a great addition—battery operated lights, tinsel, garland, wreaths, etc. We will supply the ladders, supplies and pizza!

**Dec. 8th: 3:30PM-** board the bus for parade at Transportation—we leave promptly at 4PM

**Dec. 8th: 6PM- ??** Christmas Parade- bring the family! Dress warmly and in the holiday spirit! (no Santa's though— that's the "rule" and no throwing candy— your awesome President and his minions will be handing out candy canes! .....and yes, **YOU can be one of his minions**— just let Dan know you want to walk the parade route)

# HOW BOSSES LOSE GOOD EMPLOYEES

## 1. They overwork people.

Nothing burns good employees out quite like overworking them. It's so tempting to work your best people hard that managers frequently fall into this trap. Overworking good employees is perplexing; it makes them feel as if they're being punished for great performance. Overworking employees is also counterproductive. New research from Stanford shows that productivity per hour declines sharply when the workweek exceeds 50 hours, and productivity drops off so much after 55 hours that you don't get anything out of working more. If you must increase how much work your talented employees are doing, you'd better increase their status as well. Talented employees will take on a bigger workload, but they won't stay if their job suffocates them in the process. Raises, promotions, and title-changes are all acceptable ways to increase workload. If you simply increase workload because people are talented, without changing a thing, they will seek another job that gives them what they deserve.

## 2. They don't recognize contributions and reward good work.

It's easy to underestimate the power of a pat on the back, especially with top performers who are intrinsically motivated. Everyone likes kudos, none more so than those who work hard and give their all. Managers need to communicate with their people to find out what makes them feel good (for some, it's a raise; for others, it's public recognition) and then to reward them for a job well done. With top performers, this will happen often if you're doing it right.

## 3. They don't care about their employees.

More than half of people who leave their jobs do so because of their relationship with their boss. Smart companies make certain their managers know how to balance being professional with being human. These are the bosses who celebrate an employee's success, empathize with those going through hard times, and challenge people, even when it hurts. Bosses who fail to *really* care will always have high turnover rates. It's impossible to work for someone eight-plus hours a day when they aren't personally involved and don't care about anything other than your production yield.

## 4. They don't honor their commitments.

Making promises to people places you on the fine line that lies between making them very happy and watching them walk out the door. When you uphold a commitment, you grow in the eyes of your employees because you prove yourself to be trustworthy and honorable (two very important qualities in a boss). But when you disregard your commitment, you come across as slimy, uncaring, and disrespectful. After all, if the boss doesn't honor his or her commitments, why should everyone else?

## 5. They hire and promote the wrong people.

Good, hard-working employees want to work with like-minded professionals. When managers don't do the hard work of hiring good people, it's a major demotivator for those stuck working alongside them. Promoting the wrong people is even worse. When you work your tail off only to get passed over for a promotion that's given to someone who glad-handed their way to the top, it's a massive insult. No wonder it makes good people leave.

## 6. They don't let people pursue their passions.

Talented employees are passionate. Providing opportunities for them to pursue their passions improves their productivity and job satisfaction. But many managers want people to work within a little box. These managers fear that productivity will decline if they let people expand their focus and pursue their passions. This fear is unfounded. Studies show that people who are able to pursue their passions at work experience *flow*, a euphoric state of mind that is five times more productive than the norm.

## 7. They fail to develop people's skills.

When managers are asked about their inattention to employees, they try to excuse themselves, using words such as "trust," "autonomy," and "empowerment." This is complete nonsense. Good managers manage, no matter how talented the employee. They pay attention and are constantly listening and giving feedback. Management may have a beginning, but it certainly has no end. When you have a talented employee, it's up to you to keep finding areas in which they can improve to expand their skill set. The most talented employees want feedback—more so than the less talented ones—and it's your job to keep it coming. If you don't, your best people will grow bored and complacent.

## 8. They fail to engage their creativity.

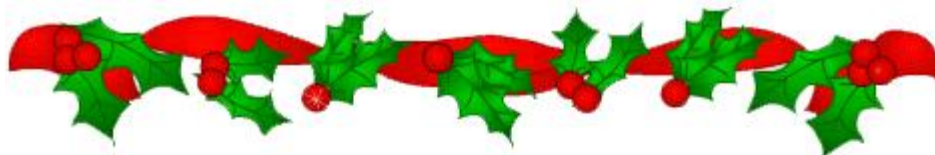
The most talented employees seek to improve everything they touch. If you take away their ability to change and improve things because you're only comfortable with the status quo, this makes them hate their jobs. Caging up this innate desire to create not only limits them, it limits you.

## 9. They fail to challenge people intellectually.

Great bosses challenge their employees to accomplish things that seem inconceivable at first. Instead of setting mundane, incremental goals, they set lofty goals that push people out of their comfort zones. Then, good managers do everything in their power to help them succeed. When talented and intelligent people find themselves doing things that are too easy or boring, they seek other jobs that will challenge their intellects.

*From Sept. 2015 [www.theintrepreneur.com](http://www.theintrepreneur.com) written by Thomas Brad berry.*

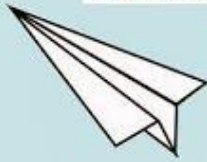
*A version of this article first appeared at [TalentSmart.com](http://TalentSmart.com) and was inspired by a piece authored by [Mike Myatt](#).*





# WHEN TO BUY AIRLINE TICKETS

Travel  
Universally  
A World of Exciting Travelers for Less



**FACT:** Airlines make money from knowing our buying habits



**TIP:** Shop early, but don't always buy early. Airlines start offering cheaper seats about 4 months before departure (5 months for international)

Prices change UP TO **3x** PER DAY

Sign up for **EMAIL ALERTS** For Prices

**SUNDAY** Is usually the MOST EXPENSIVE day to fly

**HOLIDAY TRAVEL** is an exception. Buy those tickets as soon as possible

## THINGS TO CONSIDER



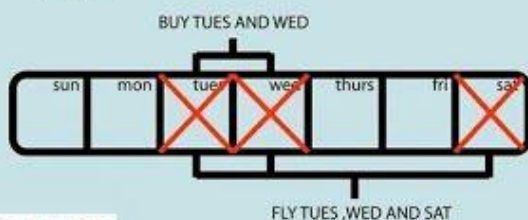
Prices rise quickly the week of the flight. You'll pay on about 40% more for a ticket the day of.



Most discounts and sales are offered early in the week



Consider nearby airports. Some cities have several airports, and the airfare can vary dramatically between them.



[/travel\\_universe](#)



## HOW TO CHECK INFORMATION POLITELY

[www.learn-english-today.com](http://www.learn-english-today.com)

- Does that mean ...? / Do you mean ...?
- If I understand correctly you mean that ...
- Just to make sure that I've understood, do you mean ....?
- I'm not sure if I got that right. Are you saying ...?
- So, unless I'm mistaken, that means ...
- Just to be absolutely clear, you're offering to ...
- To put it another way you mean that ...
- So, what you're saying is ...
- In other words you agree with my proposal?
- So, to be perfectly clear, we both agree to ...
- Am I right to conclude that ...?
- Would you mind confirming that in writing?

**JUST BECAUSE SOME PEOPLE ARE FUELED BY DRAMA DOESN'T MEAN YOU HAVE TO ATTEND THEIR PERFORMANCE.**

*Your tango*



# Benefits of CTA Membership

## Union Members

### For Public Education

- a. We're a part of California's leading education organization fighting for a better future and the public education all our students deserve.
- b. We unite with colleagues in collective action to address concerns at our worksites, as well as during contract negotiations to win better salaries, benefits and teaching and working conditions for educators and education support professionals, to better support our students.
- c. We're informed and play an active role in CTA's local and statewide legislative and political advocacy to strengthen public education.
- d. We give input *and* determine priorities and focus for contract bargaining proposals; we vote at contract ratifications and for all our union officers, as well as can run for and hold elected union office in our local chapter.

### For Your Career

- a. Access to Leadership Development training opportunities sponsored by CTA at the local, regional and statewide levels.
- b. Access to multiple CTA and NEA conferences, such as Good Teaching Conference, Issues Conference, GLBT Issues Conference, Human Rights Conference, ESP Conference and Summer Institute.
- c. Professional Editorial subscriptions to the *CTA Educator* and *NEA Today* magazines.

### For Your Rights

- a. Representation on all matters related to enforcing the collective bargaining agreement (contract) with the employer.
- b. Access to legal and professional representation and advice:
  - Due process rights, wage & hour issues, California Commission on Teacher Credentialing cases
  - Certification and classification issues
  - Discrimination cases under federal and state laws
  - Discrimination based on union activity
  - Retirement issues
- c. \$1 million in work-related liability insurance.

### For Your Wallet

- a. NEA Life Insurance Coverage.
- b. CTA Disaster Relief Fund grants.
- c. CTA Death & Dismemberment Insurance.
- d. Exclusive Discounted CTA & NEA Member Benefits programs:
  - Auto & home insurance
  - Voluntary life & disability insurance
  - Investment & financial tools and resources
  - Travel, restaurant & purchasing discounts, and many more

## Non-Members

- Receive the benefits of the collectively bargained contract.
- Representation **ONLY** on matters pertaining to the collective bargaining agreement (contract).
- Give input on proposals for contract negotiations.

"I like that I'm protected over and above and have strong representation.

I guess I could save a few dollars, but really, is that the smartest thing to do? And would that really be fair?

I'm sticking with my union!"

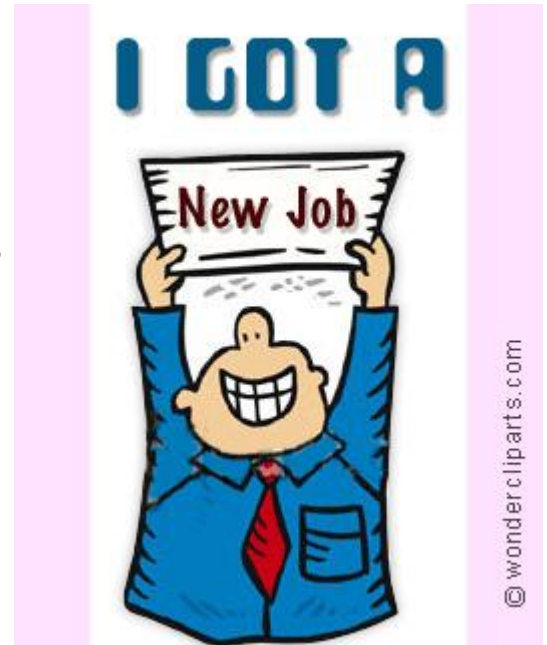
-A smart RESPA Member

**CTA Mission Statement:** The California Teachers Association exists to protect and promote the well-being of its members; to improve the conditions of teaching and learning; to advance the cause of free, universal, and quality public education; to ensure that the human dignity and civil rights of all children and youth are protected; and to secure a more just, equitable, and democratic society.

# HOW DO I APPLY FOR A DIFFERENT POSITION?

There are many different positions that have opened at RUSD for Classified Associates and, if you are qualified, you are welcome to apply. How do I do this, you ask?

- Job Openings are “advertised” via email and on [www.edjoin.org](http://www.edjoin.org). Your first step is to watch what is available, read the job email and see if you have the qualifications, education and ability to apply.
- You should check the web site [www.edjoin.org](http://www.edjoin.org) You can search by District, and position.
- There is always a deadline to apply-it is clearly noted on the job flyer.
- On the Human Resources page of the Redlands USD web site there is a form called “letter of intent”. This letter of intent must be completed and either mailed or faxed to District H.R. by the deadline to apply.
- You also should submit an updated resume and current letter(s) of recommendation.
- Initially job openings are offered to qualified RESPA members. This is one of the benefits of having a contract with your employer. You get “first choice”.
- If there are not at least 4 qualified RESPA applicants the job opening may be offered to the general public.
- Read the requirements– do you meet them?
- Is there a test required? Have you passed the test? If yes, go forward....if no, take the test! Many of us take the various tests just to see what is on the test, if we can pass it, etc. And remember, HR truly wants you to succeed-so don’t hesitate to ask if you can test.
- If you pass the test, great. But if you don’t pass, do not give up! Now you know what is on the test-learn what you didn’t know! Try again next time it is offered.
- If you are invited to an interview– be prepared! Dress for success and practice! Smile, listen to the questions and answer the questions to the best of your ability. If you don’t know the answer to a specific question it’s perfectly acceptable to say “I’m not sure about that...but I’m a quick learner!”
- Again, listen to the question the interviewer asks and answer that question. Often, because we are nervous, we don’t listen to the question. Stop, breath, smile, restate the question (as in “OK, if I heard you correctly, you want to know about my experience with Excel, is that correct?”) Then smile again and answer– you’ve got this!
- Hopefully, you will be the successful candidate. But if you aren’t ask what you could do differently next time. Address the issues you need to improve upon. And remember.....Practice makes perfect!





# THIS YEAR I'M REALLY GOING TO GET IT TOGETHER!

Do you make New Year's resolutions every year to de-clutter and start of gangbusters, only to become overwhelmed? Here is a great check list for a 10-Day De-Clutter-A-Thon found on [LauraSueShaw.com](http://LauraSueShaw.com) Pinterest site.

Remember not to tackle everything at once! Break it down into workable pieces. If you can only work for 5-15 minutes a day, take that time to find a few items to donate or throw away. It will quickly add up to make a big difference.

*"You can eat a whole elephant one bite at a time!" -old saying*

- ☐ **HOLIDAY DECORATIONS:** as you pack up, purge, purge, purge!
- ☐ **MEDICINE CABINET:** Clean out any expired or outdated medicine, make up, first aid ointments, toothpaste, etc.
- ☐ **LINEN CLOSET:** Any extra blankets or towels you haven't touched in years that should be donated? What about those curtains you bought and decided you didn't like?
- ☐ **BEDROOM CLOSET/DRESSER:** This one is pretty straight forward-get rid of clothes that you don't wear or that don't fit anymore.
- ☐ **CLEAN OUT NIGHTSTAND:** There could be all sorts of things lurking in those drawers that get shoved in there before bedtime.
- ☐ **OFFICE CLOSET:** Go through old purses, bags and other things that get stored in the office closet.
- ☐ **KITCHEN CABINETS:** one day per cabinet, clean out cups, plates, expired food, baking pans, etc.
- ☐ **KITCHEN DRAWERS:** one day per drawer, get rid of old Tupperware, utensils, and clean out that junk drawer!
- ☐ **BOOKSHELVES:** What books haven't you touched in ages? Donate!
- ☐ **FILING CABINET:** purge, shred, toss
- ☐ **EMAIL/COMPUTER FILES:** organize into folders, delete what you don't use anymore or store on the cloud.
- ☐ **DESK:** organize, file and toss!
- ☐ **COAT CLOSET:** Keep/Donate/Toss- one of the three!
- ☐ **CRAFT SUPPLIES:** If you are an avid crafter organize. If not so avid, be realistic and donated what you will never use, organize what you will. But be ruthless!
- ☐ **CHILDREN'S TOYS:** Work with your little ones to create four piles- 1: keep 2: not sure 3: donate 4: toss "not sure" goes into storage for 6 months- if nobody asks for it the pile goes to "donate"
- ☐ **CHILDREN'S CLOTHING:** 4 piles again: keep, not sure, donate and toss.



*Now, enjoy your clutter free, Zen life! Feels good, doesn't it?*

## November & December 2018

**November 14th: ESP Day**

**12/8: Christmas Parade**

**1/7/19: School Resumes for Students**

**Nov. 19th-23rd: Fall Break**

**12/10: Exec. Board Mtg.**

**1/18-20: Issues Conference**

**Nov. 26th: 4:45PM Site Council Mtg. at RESPA Offices**

**12/17-1/7/19: Winter Break**



"America isn't Congress. America isn't Washington. America is the striving immigrant who starts a business, or the mom who works two low-wage jobs to give her kid a better life. America is the union leader and the CEO who put aside their differences to make the economy stronger."

- Barack Obama

Looking to increase, update or polish your skills? NEA has multiple web sites that can assist all classified members become more. Go to

<http://www.nea.org/home/education-support-professionals-esp-resources.html>

and check it out!

## CINNAMON BAKED FRENCH TOAST

This is a totally yummy recipe that you make the day before and then bake for one hour in the morning. Great for Christmas morning— and yes, it is totally fabulous and no...this is NOT health food! Go to <http://lovintheoven.com/2012/08/cinnamon-baked-french-toast.html> for more details if needed.

Loaf stale bread (I have used challah or French bread— both worked well)

8 whole eggs

2 cups milk

1/2 cup heavy whipping cream

3/4 cup sugar

2 T vanilla

1/2 cup flour

1/2 cup firmly packed brown sugar

1 t cinnamon

1/4 t salt

1 stick cold butter, cubed



### EVENING BEFORE

1. Grease a 9 x 13 inch pan.
2. Tear the bread into chunks and place them in the greased pan.
3. Mix together eggs, milk, cream, sugar, and vanilla. Pour the mixture evenly over the bread. Cover and refrigerate overnight.
4. In another bowl, mix together the flour, brown sugar, cinnamon, and salt. Add the butter and mix until the batter comes some what together, like little pebbles. Store in a plastic bag in the fridge. ( I do this night before as well)

### MORNING OF

1. Preheat the oven to 350 degrees.
2. Take your pan with the soaking bread inside and sprinkle crumb mixture on top.
3. If you like soggy French toast, bake for 45 minutes. For a firmer and less liquid-y French toast, bake for an hour.

Serve warm with maple syrup and butter, if desired.

