

THE LINK

December 2020

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

Mission Statement

The purpose of the Granite Association of Educational Office Professionals shall be to provide opportunities for personal and professional growth, leadership, service, networking and recognition to all educational office professionals.

GAEOP is an affiliate of the National Association of Educational Office Professionals

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Teresa's Tidbits

GAEOP President's Message



There are so many ways to celebrate the holiday season that do not involve gift-giving, putting up Christmas tree decorations with unique Christmas tree toppers, baking holiday

cookies, and watching Hallmark Christmas movies, for starters. While all of these festive activities are surefire ways to get you and your family into the holiday spirit, there are other Christmas traditions that can often be overlooked. With all of the hustle and bustle around the most wonderful time of the year, you may not think about fun winter activities like sledding, crafting, and making ornaments. To help you come up with the best Christmas traditions to try (and perhaps incorporate them into your December every year), I wanted to give you a few of my favorites that my family has done over the years.

Pick out a favorite ornament that signifies an event during the year

On Christmas Eve, play some games, make steak fondue, watch a Christmas movie, and sometimes open a gift

Put together food, clothing, bedding, housewares you have collected and take them to a shelter or house of someone that is in need. We like to do this anonymously

Pick out fun family jammies

Visit Temple Square to see all the lights, or drive around neighborhoods to see all the décor, all while singing Christmas carols

While all of these are fun, the best part of the holiday season is giving the gift of time. It's a busy time of the year, but most of us are busy year-round, so we forget about the thing most important, TIME!

Each year, my kids ask me what I want for Christmas. Although I tell them "Nothing," I do say, "I just want to spend time with you, not just during the holidays, but anytime I get with you is my gift."

I challenge you, not just for the holiday season, but all year long to spend more time with your children, friends, parents, and extended family. Tell them you love them and hug them as often as you can.

On behalf of the GAEOP Executive Board, we want to wish you the Merriest of Holidays and a better New Year!

*Teresa Himmelberger, CEO
GAEOP President*





Office Professional Spotlight

Submitted by Jessica Inman, Newsletter Committee

Donna Leppink- Fremont Elementary



Donna is the Principal Secretary at Fremont Elementary. She enjoys Fremont and says the staff and children are a bright spot each day. She has six children, three grandsons, and enjoys being with family. Christmas is

her favorite time of the year. Bryce Canyon is a place she loves to visit. She loves to bake and try new recipes. ** A little secret about Donna, we were told that she is a GREAT rapper and sings over the intercom every afternoon for the whole school!

Brandi Elegante- Farnsworth Elementary Isamar Chavarria - Granger Elementary



Brandi is the Principal Secretary at Farnsworth Elementary. She is a mother of three children, 18, 13, 6, a furry family member, Benny the Aussie-doodle, and whatever friends are at her house! When she is not at

Farnsworth she loves to practice yoga, go hiking, listen to music, yardwork, watch movies or The Office, and of course, spending time with her family. It's a good year to slow down and enjoy the sweeter things in life.



Isamar Chavarria is the new Principal Secretary at Granger Elementary. She has been married for ten years and has two children. She enjoys spending her spare time listening to music and being

outdoors. She enjoys working at Granger Elementary, it truly feels like a family. Welcome aboard!

New/Renew GAEOP Members

Submitted by Brooke Obray, Membership Chairman

How do you get your name on the GAEOP member list? (details on page 6) Come join the family!

Tiffany Ellingsworth
Hunter High

Carrie Divall
Armstrong Academy



Fun Facts - Did you Know?

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor

"Jingle Bells" was written for Thanksgiving, not Christmas

The song was written in 1857 by James Lord Pierpont and published under the title "One Horse Open Sleigh." It was supposed to be played in the composer's Sunday school class during Thanksgiving as a way to commemorate the famed Medford sleigh races. "Jingle Bells" was also the first song to be broadcast from space.

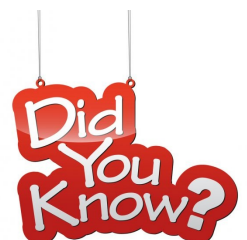
The "X" in "Xmas" doesn't take "Christ" out of "Christmas"

Xmas is a common abbreviation of the word Christmas, however, some people think that this spelling is not right, because it takes the "Christ" out of Christmas. Don't worry, no one is taking the "Christ" anywhere. In the Greek alphabet, the letter X ("chi") is the first letter of the Greek word for Christ or Christos.

The first artificial Christmas Tree wasn't a tree at all.

It was created out of goose feathers that were dyed green. The first artificial Christmas trees were developed in Germany in the 19th century, due to a major continuous deforestation. The feather trees became increasingly popular during the early 20th century and finally made their way to the US.

<https://www.pastbook.com/txt/12-fun-christmas-facts/>



National 3D Month

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor



December is National Drunk and Drugged Driving Prevention Month, a time to raise awareness about the consequences of driving under the influence of alcohol and drugs. Most people would never imagine that their holiday celebration could result in a fatality or imprisonment, but

the risks associated with driving while impaired are very real and can result in tragic consequences for everyone involved. The following list includes a few simple tips for celebrating and driving safely this holiday season:

- *Designate a non-drinking driver ahead of time.*
- *If drinking alcohol at a party or other celebration, allow at least one hour between drinks. It takes one hour to get rid of one drink from your body (one drink is equal to a 12-ounce beer, 5-ounce glass of wine, or 1-ounce shot of liquor).*
- *Set limits beforehand of the number of drinks to have and stick with it.*
- *Don't mix alcohol with other drugs, including over-the-counter and prescription medications.*

If you are hosting a party, here are some steps to take to help your guests drive safely:

- *Collect each guest's keys upon arrival and store in a designated basket.*
- *Serve foods along with alcohol-free beverages such as soda, juice or water.*

Recommit yourself to preventing the loss of life by reminding others to be sober and drug free, and use safe driving practices on the road.



(Article courtesy of www.army.mil/92553/drive_responsibly_december_is_national_drunk_and_drugged_driving_prevention_month)

Tried & True Recipe

Submitted by Dawnette Dial, Granite Park Jr.

Grandma's Chocolate Chip Cookies

Ingredients:

- 4 ½ cups flour, sifted
- 2 tsp. baking soda
- 2 tsp. salt
- 2 cups shortening
- 4 tsp. vanilla
- 4 eggs
- 2 cups sugar
- 1 cup brown sugar, firmly packed
- 1-2 pkgs semi-sweet chocolate chips

OPTIONAL:

- 1 cup chopped walnuts
- Toasted coconut
- Raisins

Pre-heat oven to 375. Mix dry ingredients. Cream shortening and sugars. Mix in vanilla and eggs. Slowly add in flour mixture. Add chocolate chips and any other optional ingredients. Spoon onto cookie sheet and cook for 10 – 12 minutes. Cool and enjoy!!!



Tips and Tricks - Ways to Boost Morale

Submitted by Jessica Inman, Pleasant Green Elementary - Newsletter committee

1. Be Transparent - Don't attempt to hide problems or avoid conversations when morale is low. Remain transparent to boost staff morale. Employees will respect honesty while you work together to fix any issues. Inform them about company updates, new protocols, customer feedback, and more.

2. Communicate Often - Going off the last tip to boost employee morale, [be sure to communicate!](#) Share positive company announcements, like successful practice and positive feedback from families, staff, students. Additionally, you should check in with your employees on a frequent basis, ask them:

How are you feeling about your job/manager/co-workers?

Are you facing any challenges? How can I help?

Are you happy at work? How can I help?

You have to provide open, regular communication about issues and achievements that are important to your employees.

3. Give Employee Recognition - Focus on the good! When employees feel truly appreciated, they have more self-worth and become more productive employees. [How Full Is Your Bucket](#) proves that employees who receive regular, positive recognition will experience:

Higher productivity

Better engagement levels

More loyalty to the company

Higher morale

Better customer satisfaction.

Employee recognition is a no-brainer when it comes to creative and easy ways to boost employee morale. At the end of the day: employee recognition is low cost and high impact.

4. Get Employee Feedback - Getting employee feedback is a great way to boost employee morale. When you show employees you are listening, they will feel heard and are far more likely to be motivated.

5. Offer Employee Growth - Boost employee morale by giving them a sense of purpose so they have a goal to work toward and something to look forward to.

6. Organize Team-building Activities- KAHOOT! Has been a Social Distance Hit! - What's the importance of team building games? For starters, it leads to **collaborative and motivated work culture**, aids in problem-solving among team members, fosters meaningful and open communication among peers, leads to **creativity and out-of-the-box thinking**, enhances productivity, **boosts employee morale**, and it helps to keep creative juices flowing!

7. Have Amazing Employee Incentives - Now, this isn't a long-term solution, but when morale is low, dishing out some fun employee incentives can do the trick.

8. Encourage Genuine Breaks - Research has found that only a mere one in five people take a lunch break and white-collar workers are actually the least likely to take a break. And far too many staff members eat lunch at their desks!

<https://connecteam.com/boost-employee-morale/>

Professional Development Opportunities

Submitted by Kathie Woodruff, GAEOP PD Chairman

GAEOP

Online Professional Development Friday, January 15, 2021



Our first online session in October was an overall success with many earning multiple credit hours for PSP/GCOP. Efforts will be made to continually facilitate meaningful class sessions. Adobe and All things Google will be offered online in January. Please plan on joining these valuable training sessions to increase your skill levels. Details of classes offered and signup information will be sent out soon.

For resources from previous classes, access our website: gaeop.weebly.com under the resources tab.

If you have any questions, email Kathie Woodruff at klwoodruff@graniteschools.org.

Going the Extra Mile “GEM” Award

Submitted by Gayna Breeze, CEOE, GAEOP Awards Co Chairman

Congratulations - Cathy Bird Skyline High Registrar



Cathy always greets you with a smile and puts every patron at ease whether it is a student, parent, staff member, teacher, or administrator. She is one of the hardest working women I have ever met! She works a full day and then stays to take tickets for football, basketball, or whatever sport is playing at the time. She knows the Skyline

students and their parents and always makes them feel like they are her first priority and ends many of her conversations with "I'll take care of it." She is the first one to step up and ask if you need help and gives fantastic input when discussing the best way to proceed with a project. Her kind demeanor and happy disposition make her a favorite go to person for parents to get answers. She has a parent who calls or e-mails many times every month. She is always patient and caring with this parent as she clarifies items that are e-mailed, provides additional information when needed, and appeases this parent's concerns. The parent has expressed sincere gratitude to Cathy for her help.

Cathy is a great example of resiliency. Earlier this school year, Cathy was thrown by her horse (aptly named Snot) and was seriously injured. Not only was Cathy back to school as soon as her doctor would let her, but she also holds no hard feelings for her horse. I am so grateful I get to work with and learn from Cathy every day. She is a valued member of the Skyline team and is a beloved friend.

Cathy is AMAZING! She has always put in extra effort and is the first person to volunteer to help with projects. She helped cover in the Counseling Center while we had no clerk at the beginning of the school year. She has definitely gone the extra mile for Skyline!

Nominated by: Kim Lovato, Alisha Johnson and Jill Hinckley



Helen Metos Student Scholarship

Submitted by Celeste Bauer, GAEOP High School Representative

**Helen P. Metos
STUDENT SCHOLARSHIP 2021**

This scholarship is designed to assist students who wish to continue their education in any business or office-related careers, preferably in the education field. Applicants must be enrolled as a Senior in High School to apply.

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The scholarship is named in honor of Helen P. Metos GAEOP Past President, and is valued at \$500

Apply online at <http://gaeop.weebly.com/scholarships--awards.html>

**Deadline:
Friday, January 15, 2021**

Sponsored by GAEOP - Granite Association of Educational Office Professionals
Questions: Contact Celeste Elmer or Cindy McCleve, GAEOP Scholarship Chairmen,
cbauer@graniteschools.org or cmccleve@graniteschools.org

Kudos Corner

Submitted by Jackie Hale, "Going the Extra Mile" Co-Chairman

The following office professionals were nominated for the "Going the Extra Mile" award this month. We have so many dedicated and hard working people in our district. Thank you for the many ways you go the extra mile every day.

December Nominees:

Liliana Arias	Granger High
Celeste Bauer	Hunter High
Cathy Bird	Skyline High
Trinda Burdett	Educational Technology
Wendy Cochran	Eisenhower Jr.
Karen Cooper	Skyline High
Dawnette Dial	Granite Park Jr.
Marissa Gallegos	Human Resources
Joni Garrett	Eisenhower Jr.
Virginia Glaittli	Beehive Elementary
Robin Hassard	Olympus High
Donna Leppink	John C. Fremont Elementary
Barbara Longmore	Redwood Elementary
Kim Lovato	Skyline High
Melissa Maughan	Cottonwood High
Elizabeth Miller	Valley Crest Elementary
Jennifer Newland	Hunter High
Kari Parry Milena	Taylorville High
Pehar	Lincoln Elementary
Jo Potter	Budget Office
Audrey Price	Cyprus High
Michelle Raymond	Kearns Jr.
Leesa Rij	James E. Miss Elementary
Amarillys Segarra	James E Moss Elementary
Emily Thompson	Wasatch Jr. High
Doreen Yates	Special Education

Benefits of GAEOP Membership

GAEOP is a voice for office professionals within the district.
WITHOUT MEMBERSHIP-THERE IS NO ASSOCIATION.
GAEOP provides...



- * An advisory committee is established by the President. Meetings are held to advocate for office professionals
- *Members of the GAEOP Board also meet with administration during Meet and Confer
- *Quarterly training and in-service opportunities. Attending these helps you learn new skills and earn your PSP/GCPS certification. that equals more \$\$ for you
- *"The LINK" monthly newsletter
- *Opportunities to network with other secretaries to create support systems and friendships
- *You are recognized with a small gift on your birthday and Administrative Professionals Week
- *Professional Development Day planned for all office professionals

Renewing or joining is easy! For an annual fee of \$ 15.00, contract employees will have an auto deduct each renewal year. Hourly employees will need to provide a check or cash each year.

To sign up, renew, or ask a question - email Brooke Obray, Membership Chairman, at baobray@graniteschools.org.

Yes! Please sign me up to be a member of GAEOP for the 2020-21 school year. My method of payment is...

___ Payroll deduction (\$ 15.00 annually – **contract employees only**)

___ Check enclosed #___ Cash _____

My birthday (month and day) _____ Employee # _____ (for payroll deduction)

Name _____

Location _____

New Member _____ or Renew _____

You may interoffice the tear-away section to Brooke Obray at District Office School Boundaries or Teresa Himmelberger in Payroll, with a check or cash included.

Dates & Deadlines

December 15, 2020	<i>The LINK</i> articles due for January
December 21, 2020	Winter Recess begins
January 4, 2021	School back in session
January 15, 2021	GAEOP Online PD Classes
January 18, 2021	Martin Luther King Day - District closed
January 20, 2021	<i>The LINK</i> articles due for February
February 15, 2021	President's Day - District closed
February 20, 2021	<i>The LINK</i> articles due for March
March 20, 2021	<i>The LINK</i> articles due for April
March 26, 2021	Student Non-Attendance Day
June 10, 2021	GAEOP Professional Development Day
July 13-16, 2021	NAEOP Annual Conference, Pittsburgh, PA

Our Ripples

Submitted by Carol Berlin, GAEOP Executive Representative

What is Christmas?
It is tenderness for the past, courage
for the present, hope for the future.
It is a fervent wish that every cup
may overflow with blessings rich and
eternal, and that every path may
lead to peace."
~ Agnes M. Pharo

National Fun Days and GAEOP Member Birthdays

What fun day falls on your birthday?

December

1 National Pie Day

Debbie Paul
Taylorsville High

2 Fritters Day

3 Make a Gift Day

Sharon Chaus
Hunter High

Jennifer Jackson
Eisenhower Jr

Bonnie Linder
Hunter Jr

4 National Cookie Day

5 Day of the Ninja

Jeri Maples
Kearns High

6 Mitten Tree Day

7 National Cotton Candy Day

8 National Brownie Day

Lindsey Larsen
Special Education

9 Christmas Card Day

10 Animal Rights Day

11 Lost and Found Day

Jeremiah Bott
Bates Foods

12 Gingerbread House Day

13 Ice Cream Day

Kristal King
Jefferson Jr.

Rafael Torres
Granite Park Jr

14 Roast Chestnuts Day

Kristina Barr
Bonneville Jr

15 Lemon Cupcake Day

Norma Asplund
Granite Transition Services

16 Chocolate Covered Anything Day

17 Maple Syrup Day

18 Underdog Day

Heather Bankhead
Hunter Jr

Tammy Pearce
Taylorsville High

19 Look for an Evergreen Day

Cindy Venz
Transportation

20 Go Caroling Day

21 Crossword Puzzle Day

22 Date Nut Bread Day

Melissa Maughan
Cottonwood High

23 Hot Cocoa Day

Julie Shorts
Kearns High

24 Eggnog Day

Carol Niebuhr
YESS

25 Ugly Sweater Day

Susan Seals
Twin Peaks Elementary

26 Thank you Note Day

Stacy Bushell
Administration

27 National Fruitcake Day

Marilyn Floyd
Plymouth Elementary

28 Card Playing Day

29 Still Need to Do Day

Janan Himmer
Monroe Elementary

Cindy Huff
Cyprus High

30 Bacon Day

31 Make Up Your Mind

Jessica Ibarra
Taylorsville High



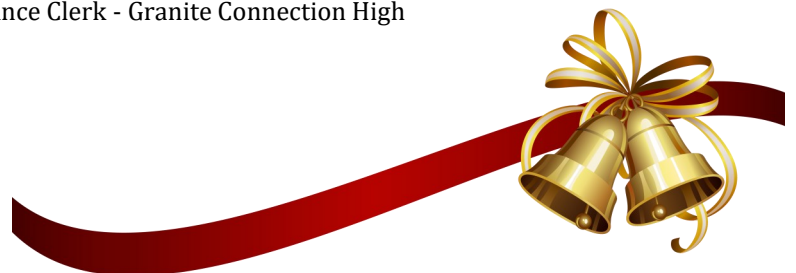
Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP President Elect

Taylor Allred
Jessica Caballero-Dominguez
Dawnette Dial
Christine Gardner
Kahealani Hurlbut
Adriana Williams

Principal Secretary - Evergreen Jr.
Office Assistant - Granite Peaks
Granite Park Principal Secretary
Granite Park Jr. Counseling Center
Hourly Secretary - Custodial Services
Comprehensive Guidance Clerk - Granite Connection High

Have you recently started a new position, or do you know someone who has? Send information to Julianne Hamblin, at jhamblin@graniteschools.org





“The Link” is published 10 times per year for approximately 500 secretaries of Granite School District. Contributing materials are welcome and should be sent to the editor via email:

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Jessica Inman
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We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 20th of each month. GAEOP is affiliated with NAEOP National Association of Educational Office Professionals



“Bloom Where You Are Planted”



<http://www.facebook.com/GAEOP>

Visit Our Website

www.gaeop.weebly.com

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2020-2021 GAEOP Board Members

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2020-2021 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters - Human Resources
Garrett Muse - School Leadership & Improvement
Natalie Hansen - School Leadership & Improvement
Teresa Himmelberger, CEOE, GAEOP President
Julianne Hamblin, CEOE, GAEOP President Elect
Kathie Woodruff, GAEOP Secretary
Carol Berlin, GAEOP Executive Representative
Celeste Bauer, GAEOP High School Representative
Kelly Franz, GAEOP Elementary Representative

The advisory committee meets several times a year to discuss issues concerning the Granite School District office professionals.