



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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GAEOP President's Message



A few months ago I sent out a newly developed manual which GAEOP has established for the Administrator/Secretary as a helpful resource. I hope you have had a chance to put it to good use. If not, you can find the manual at www.gaeop.weebly.com. The intended use is to help build a strong team between administrators and office staff.

Have you asked yourself how you can show your employer that you are a valuable part of the team? Here are a few simple things you can put into practice.

Establish expectations. This is so important to lay the groundwork for a well-run team. It will establish a great working relationship and mutual respect in the office.

Schedule time to meet with your supervisor. This would help not only for him/her to know what you have on the agenda for the day or week, but help your co-workers as well.

Remember that time is money. Your most valuable commodity is your time; spend it wisely. Make a list of the things you do in a day, put them in order of importance, then check them off as they are completed.

Sing your own praises (but not too loudly). Your work generally won't speak for itself. Provide the right amount of information about yourself, but don't beat your accomplishments to death. Too many trips to the boss's office may work against you.

Get smart. Familiarize yourself with how things work for your location. Learn as much as you can along the way, even though what you're learning may not seem relevant at the time.

Keep communication lines open. If you can't set a time aside to meet in person with your supervisor, then e-mail is a great way to keep your supervisor apprised of your progress and all things going on.

Know your limitations. Don't be afraid to ask for help, or be willing to say you are at your limit. If you don't set limits, you will find yourself on a perpetual treadmill.

Be willing to listen and learn. If you don't know what you don't know, then seek out some experienced advice. A coworker can warn you about things you may never have considered and keep you from being blindsided by unforeseen events. As difficult as it may be, admit to yourself that you don't know everything.

GAEOP has approved classes, offered through Lynda.com, that you can count toward your GCOP/PSP certification. A list of approved classes can be found on our website. We also offer 30 hours of PD during the year and the annual PD day in May. Continue to learn every day.

I had the opportunity to attend two conferences in March, one in California and the other here in Utah. Both provided great learning opportunities and networking.

What can one more skill do to help you? The possibilities are endless.

As the school year is winding down, things will be crazy busy, but don't forget about the GAEOP annual Professional Development Day on May 31. Information is included in this issue on pages 6-7. You will also find information on our service project, the McKinney-Vento Project for the homeless. Take this opportunity to broaden your knowledge. This event will provide six hours of in-service credit.

Thank you to the GAEOP members who let their voice be heard during the elections for your 2018-19 GAEOP Executive Board. Each of these individuals have committed their time and knowledge to plan a great year for you. You will find the results on page 4.

Continue to be a Superhero every day!

*Teresa Himmelberger, CEOE
GAEOP President*





South Kearns Elementary Secretaries

submitted by Darla Williams, GAEOP Historian

In the
Spotlight

Kathy Hines, Lunch Clerk



My name is Kathy Hines. This is my seventh year working at South Kearns Elementary. I have worked in the library, the office and am currently the Lunch Clerk. I love being here and being able to interact with our students every day! I am the mother of a wonderful son, who is 22 years old. I like to take road trips with my family. I also enjoy doing yardwork and reading books. Working with the amazing staff at South Kearns is one of the best parts of being here!

Gina Salguero, General Office Clerk/Parent Liaison



My name is Eugenia but I go by Gina. I've worked for Granite School District at the Jones Center, Academy Park Elementary and now here at South Kearns. I have four kids and I became a grandma last month (Yay!) I love to cook and clean, and I like to take my family out and do things together. I especially like to go out with my husband. I appreciate the opportunity to work with the students and parents here in our community.

Lorraine Peterson-Salea, Principal Secretary



My name is Lorraine and I've been a Secretary here at South Kearns Elementary for two years. I have four kids who keep me on my toes. I enjoy spending any free time with my family; we love to watch movies and find any excuse to travel out of town. Coming from the corporate world to a school is a big change, and I love getting to work with children every day. I'm grateful for the opportunity to work with a great principal, great teachers and wonderful staff. They all make my job easier and enjoyable.



**LEARNING
IS NOT ACHIEVED BY CHANCE.
IT MUST BE SOUGHT FOR
WITH ARDOR
AND ATTENDED TO
WITH DILIGENCE.
~Abigail Adams**

Inservice Opportunities

submitted by Darla Williams, Inservice Committee Chair

The following inservice classes will be offered on the dates indicated. More information about the classes, including how to sign up, will be sent via email. If you are working on your GCOP certification or want to increase your knowledge, take the opportunity to attend. We hope you enjoy these trainings. Participation has been great. If you have questions or suggestions for future classes, please contact Darla Williams, djwilliams@graniteschools.org.

Immunization Updates
Immunization Updates

Thursday, April 12
Thursday, April 12

9:00 – 11:00 am
1:00 – 3:00 pm

Jones Center, 382 East 3605 South
Jones Center, 382 East 3605 South

Rich Lakin from the Utah Department of Health Immunization Program will go over the law changes taking effect on July 1, 2018. This is a presentation you do not want to miss as it will affect schools next year. Please note, this class will be held at the Jones Center. See you there!

April "Going the Extra Mile" Recipient

submitted by Stacy Bushell, "Going the Extra Mile" Chair

Dustie McDonald, Gearld Wright Elementary

We are pleased to recognize Dustie McDonald as this month's Going the Extra Mile Award winner. Here's what Jamey Pease had to say in her nomination letter.



(l-r) Jamey Pease, Dustie McDonald, Kristie Reather

"Dustie is the definition of 'Going the Extra Mile.' She is always willing to help with anything. She answers the phones and helps patrons with a smile and a friendly attitude. She is kind and patient with students. From putting on bandaids, helping with assignments, calming anxious students, etc... she does it all! She makes the office a fun place to be and is always laughing. Our school is lucky to have her!"

An email requesting nominations is sent out at the beginning of each month. The email includes a link to a Google form to fill out the nomination. Each month, an office professional will be recognized for "Going the Extra Mile" in the work that they do. Take the opportunity to nominate a deserving individual. Some examples may include; providing the highest quality of service, contributing to a positive work place, providing a professional quality of work, being a team player, demonstrating initiative and treating others with warmth, courtesy and respect. If you have any questions or would like to nominate someone, please contact Stacy Bushell at Cottonwood High School or by email at sbushell@graniteschools.org.



Dates & Deadlines:

April 4, 2018	GAEOP Board Meeting, 4:15 pm
April 10, 2018	GSD Board Meeting - 7 pm
April 12, 2018	Immunizations Training
April 23-27, 2018	Administrative Professionals Week
May 1, 2018	GSD Board Meeting, 7 pm
May 15, 2018	PSP Filing Deadline (NAEOP)
May 25, 2018	Last Day of School
May 31, 2018	GAEOP Professional Development Day Taylorsville High
July 16-20, 2018	NAEOP Annual Conference, Bloomington, MN

Kudos Corner

submitted by Stacy Bushell, "Going the Extra Mile" Chair

The following people were nominated for the "Going the Extra Mile" award this month. We have so many dedicated and hard working people in our district. It is a pleasure to work amongst all of you. Thank you for the many ways you go the extra mile every day. Please keep the nominations coming and share information about the "Going the Extra Mile" award program with your administration, faculty, and PTA.

Cherilyn Bramhall	Career & Technical Education
Jessica Ibarra	Cottonwood High
Nancy Madrid	Copper Hills Elementary
Julie Sandoval	Olympus High
Cindy Turner	Kennedy Jr. High



Tips & Tricks


submitted by Stephanie Rees, Diamond Ridge Elementary

Do you have something scanned into OptiView that needs updating or a note added?

Don't print it out and handwrite in the updates, use the Annotation button. 

1. Open the file you'd like to update or add a note to. It must be a .TIF file.
2. Click on the Annotation button in the toolbar at the top. The Annotation toolbar will pop-up at the bottom of the page

There are options to add a line, text, shape, etc.

Right-click on the tool you want to use to setup the properties (color, font, size, etc.) Once it's set up, click on the tool you want to use and add to the file. MAKE SURE TO CLICK THE SAVE  ICON AT THE TOP.

I have found this VERY helpful when I find a USIS card that is missing info like a parent's name or date. Or when a student has a name change via court documents. I scan the court documents in the Legal folder but make a note on the birth certificate of the new name and to refer to the court documents.

Tried & True Recipe

Submitted by Michelle Raymond, Jr. High Representative

Chicken Broccoli Casserole

- 4-6 skinless/boneless chicken breasts or thighs, cooked and shredded or cubed
- 1 lb. broccoli florets cooked
- 1 bag (approximately 20 oz.) frozen hash browns
- 2 (10 oz.) cans Condensed Cream of Soup of your choice
- 12 oz. mayonnaise
- 2 c. cheese



Directions

Preheat oven to 350° .

In a large bowl combine cooked chicken, cooked broccoli and frozen hash browns. In a separate bowl mix soup and mayonnaise together. Pour the soup mixture over the chicken mixture and stir. Put into 9x13 casserole dish. Top with cheese. Bake at 350° for 30 to 45 minutes.



GAEOP Election Results

submitted by Amy Torres, Vice President & Elections Chair

Here are the results of the GAEOP Executive Board Elections. These awesome ladies will be introduced at the Professional Development Day at Cottonwood High School on May 31. Congratulations on being elected and thank you for your willingness to serve the office professionals of Granite District.

Julianne Hamblin, Fox Hills Elementary—Vice President

Kathy Woodruff, Jefferson Jr. High—Secretary

Darla Williams, Communications—Treasurer

Jackie Hale, Oakridge Elementary—Historian

Diane Roberts, Bridger Elementary—Membership

Diana Pennington, Support Services—Executive Representative

Laura Purrington, Kearns High School—High School Representative

Leanne Helbling, Crestview Elementary—Elementary East Representative

Leisl Leystra, Bennion Elementary—Elementary West Representative



April is...

Stress Awareness Month

"Stress happens. Sometimes it's unavoidable, at times it's unbearable. That's why taking time for yourself is invaluable. It's healthy to relax, renew, and rejuvenate. If you suffer from chronic stress and can't influence or change the situation, then you'll need to change your approach. Be willing to be flexible. Remember, you have the ability to choose your response to stressors, and you may have to try various options.

- Recognize when you don't have control, and let it go.
- Don't get anxious about situations that you cannot change.
- Take control of your own reactions and focus your mind on something that makes you feel calm and in control. This may take some practice, but it pays off in peace of mind.
- Develop a vision for healthy living, wellness, and personal growth, and set realistic goals to help you realize your vision.
- Relax and Recharge.
- Be sure to carve out some time to relax and take care of yourself each day—even just 10 to 15 minutes per day can improve your ability to handle life's stressors. Also, remember that exercise is an excellent stress reliever.

While you can't avoid stress, you can minimize it by changing how you choose to respond to it. The ultimate reward for your efforts is a healthy, balanced life, with time for work, relationships, relaxation, and fun."

Source: foh.psc.gov

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Mindy Mayhew - April 1
Maintenance

LuAnn Schroeder - April 1
Kearns High School

Deanne Hampson - April 3
Eastwood Elementary

Lorna Allen - April 5
West Kearns Elementary

Marie Tomlinson - April 7
Bacchus Elementary

Debbie Allen - April 9
Prevention & Student Placement

Alyssa Carraway - April 10
Educational Technology

Keelee Powell - April 10
Orchard Elementary

Jami Donio - April 12
Eisenhower Jr. High

Kathy Bailey - April 13
Talent Development

Brittany Jolley - April 13
Cyprus High



Susan White - April 13
Cyprus High

Linda Rodriguez - April 15
Cottonwood High

Leslie George - April 16
Curriculum & Instruction

Christine Margetts - April 16
Rosecrest Elementary

Gaylawn Starnes - April 17
Human Resources

Teresa Hughes - April 18
Smith Elementary

Jennifer Justesen - April 20
Safety & Compliance

Gayna Breeze - April 21
Planning & Boundaries

Beverly Fairclough - April 21
Monroe Elementary

Cassie Daley - April 22
Hillside Elementary

Kim Gilbert - April 23
Olympus High

Lafo Tonga - April 25
Taylorville High

Kris Carlson - April 27
Cyprus High

Cassie Childress - April 27
Roosevelt Elementary

Jamie Christensen - April 27
Human Resources

Gail Dawson - April 30
Curriculum & Instruction



Our thoughts are with those that have lost loved ones or who are recovering from illness.



If you know of someone who has lost a loved one or is ill,

please contact Lesa Campbell or Teresa Himmelberger.



84th NAEOP Annual Conference



July 16-20, 2018

Institute: July 16-17, 2018
Annual Conference: July 17-20, 2018

Check out naeop.org under the Events tab for registration forms and all the details of the NAEOP Annual Conference in Bloomington, MN.



GÆOP Professional Development Day

Thursday, May 31, 2018

7:00 am to 4:00 pm

Taylorsville High School

5225 South Redwood Road (1700 West) Taylorsville, Utah

“Your Worth Starts With Attitude”

Presented by Sam Glenn



This day is for ALL office professionals, contract or part-time. Hourly secretaries/clerks who attend will receive pay for 6 hours. 9-month contract secretaries will have a trade day.

Lunch will be:

Pulled Pork/Roll, Salad, Potatoes, Drink and Dessert

Remember to Register!

Registration information will be sent via email. If you have questions, contact Teresa Himmelberger, thimmelberger@graniteschools.org.

GAEOP PROFESSIONAL DEVELOPMENT DAY

May 31, 2018 Taylorsville High

Service Project: McKinney-Vento Program

Donations collected 7:00 – 8:00 AM

The GAEOP service project for our PD event will benefit our very own McKinney-Vento Program. Did you know that...

- Granite School District has approximately 1,300 students who are experiencing homelessness at this moment.
- Many high school students are considered “unaccompanied minors” and have often been kicked out of their homes for various reasons. These students are often living with friends and occasionally other family members. Many of these students are expected to pay rent or contribute financially in some way.
- Many of our McKinney-Vento families have working parents, but their wages cannot cover rent for most available apartments.
- Many families find themselves displaced due to eviction notices as a result of mold, bed bugs, or allowing people to stay in their homes who are not on the lease (grandparents, aunts, uncles, etc.).
- McKinney-Vento families live in shelters, homes of family members or friends, they may also live in hotels, cars, or tents. Sometimes they live in homes that are deemed unsuitable. These situations include homes without heat or power.
- Many of our students do not know where they will stay from night to night.

Thank you, in advance, for your help in serving the homeless community within our district. The McKinney-Vento program has two major needs for which we will be collecting: Food Items and Hygiene Kits.



FOOD ITEMS

Often times, parents call for help because they don't have enough food to get through the week. We are collecting food items to send with students to help feed their families. Because of their living situations, items must be lightweight, non-perishable and, if applicable, microwavable. Please don't send canned food or food that would require a stove. Here are some suggestions:

- Cup of Noodles
- Easy Mac and Cheese Cups
- Campbell's Soups on the Go
- Chef Boyardee Ravioli Microwavable Bowls
- Instant Oatmeal Cups
- Crackers or Pretzels
- Fruit Snacks/Fruit Leathers
- Fruit Cups
- Granola/Protein Bars
- Low sodium beef jerky
- Trail Mix/Nut Packs
- Raisins/Craisins
- Go Go Squeeze
- Fruit Juice, i.e. Juice Boxes or CapriSun
- Boxed Yoo Hoo
- Chocolate Drinks
- Protein Shakes
- Rice Crispy Treats
- Snack Pack Puddings
- Pop Tarts
- Nutella On the Go Packs
- Starfish Tuna Lunch Kits

HYGIENE KIT ITEMS

These kits are given to the students at the beginning of the school year, and then again, as needed, throughout the year. There is a particular need for girls' feminine hygiene items. With these kits, as often as available, the program likes to give students reading books. You are welcome to bring the kits already assembled in gallon Ziploc bags, or a la carte.

- Toothbrush
- Toothpaste
- Soap
- Shampoo (travel size)
- Conditioner (travel size)
- Comb
- Brush
- Lotion
- Deodorant
- Chapstick
- Nail Clippers
- Facial Soap
- Individual Tissues
- Feminine Hygiene Products
- Gallon Ziploc Bags

Books: Books for all ages would be appreciated—fun books they can read when they are bored, not “school” books.



GAEOP - Granite Association of
Educational Office Professionals



"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:

Julianne Hamblin
Fox Hills Elementary
385-646-4828
jihamblin@graniteschools.org

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

Visit Our Website

www.gaeop.weebly.com

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2017-2018 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Ben Horsley - Communications
- Patrick Flanagan - Human Resources
- Donnette McNeill-Waters - Human Resources
- Jon Adams - School Accountability
- Marijean Woolf - Talent Development
- Mark Ellermeier - Eisenhower Jr. High School
- Teresa Himmelberger - GAEOP President; Payroll Office
- Amy Torres - GAEOP Vice President, Kearns Jr. High School
- Lesa Campbell - GAEOP Secretary, Carpenter Shop
- Gayna Breeze - GAEOP Administrative Representative, Planning & Boundaries
- Leesa Rij - GAEOP Membership Chair, Moss Elementary
- Julianne Hamblin - Elementary West Representative, Fox Hills Elementary

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