



Mission Statement

The purpose of the Granite Association of Educational Office Professionals shall be to provide personal and professional growth, leadership, and service opportunities to all educational office professionals; to provide quality training; to provide continuous study of the challenges facing educational office professionals; to recognize achievements; and to foster good fellowship.

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



Teresa Himmelberger
GAEOP President

Teresa's Tidbits

This month we celebrate Administrative Professionals week, April 25-29. The definition of an Administrative Professional is: *an individual who is responsible for administrative tasks and coordination of information in support of an office related environment and who is dedicated to furthering their personal and professional growth in their chosen profession.* You are a very valuable group that others look to for help with their every need. Be the consummate professional who leads by example.

In March, I took the opportunity to attend the UAEOP Conference that was held here at the GEC. It was great to see others from around the state, and learn new and exciting things. One class I attended was called "Bee-Attitudes", presented by Mike Cottam. Mr. Cottam is a beekeeper, and equated our jobs to those of bees. There was a great message to be learned. Everything depends on the Worker Bees (office professionals). They create the Queen and establish the hive. We each have a role to play, but we must also work together. Treat each other with respect. Be willing to help out new staff members and your administrators. Another thing Mr. Cottam taught us, is that Ants are the Bees worst enemies. It doesn't take long for ants to take over a beehive and destroy everything. They are, what he calls, the Automatic Negative Thoughts. Let's make sure we are not an Ant, but the worker bees who work hard to produce honey. Who doesn't love great honey? Mr. Cottam ended the class with these three things to think about:

Bee Thoughtful – Think before we act or speak. Otherwise we may say something we didn't mean.

Bee Present – Be ready to work and be there for each other. Help each other out when needed.

Bee Courageous – Don't dwell in the past, learn from experience and work on the now and future.

"Surf the Wave to a Positively Charged Life" is the theme for our annual GAEOP Professional Development Day, June 2nd. Plan to join us for a day filled with fun, networking, and knowledge. For those of you that are veterans to this event, invite all the new office professionals that we have to attend. You will receive 7 in-service credit hours towards your PSP or GCOP certificate.



Come and enjoy the feel of the Hawaiian Islands. An email was sent with registration information and a link to reserve your spot and classes for the day! We will also be offering automatic membership renewal. Our service project for this event is the GEF Mobile Pantry and Clothing Drive. The flyer with details is on page 5.

Thank you for all you do every day to keep your hives running smoothly! You truly are deserving of the Administrative Office Professionals honor.

*Teresa Himmelberger, GCOP
GAEOP President*



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In the
Spotlight

Twin Peaks Elementary School Secretaries

submitted by Leanne Helbling, Elementary Board Member - East

Susan Seals, Principal Secretary

Susan Seals is the Principal's Secretary at Twin Peaks Elementary School. She has been at Twin Peaks for seven years and she says, "there has never been a dull moment." Prior to that, she was at Cottonwood High School for several years as the Counseling Center Secretary. She has two children who both graduated from Olympus High School. In her spare time, when she is not totally exhausted, she loves to spend time with her children, travel, work on her artwork, knit and crochet. She loves doing anything creative with her hands.



Pictured l-r: Becky Bergeson and Susan Seals

Becky Bergeson, Attendance/Lunch Secretary

Becky Bergeson is the attendance and lunch secretary at Twin Peaks Elementary School. She is married and has three children, two of whom are Twin Peaks graduates! Currently her children attend Spring Lane Elementary and Cottonwood High School. In her limited spare time she enjoys reading, crocheting, gardening and spending time with her family.



2016 UAEOP Professional Development Conference

Learn • Connect • Grow

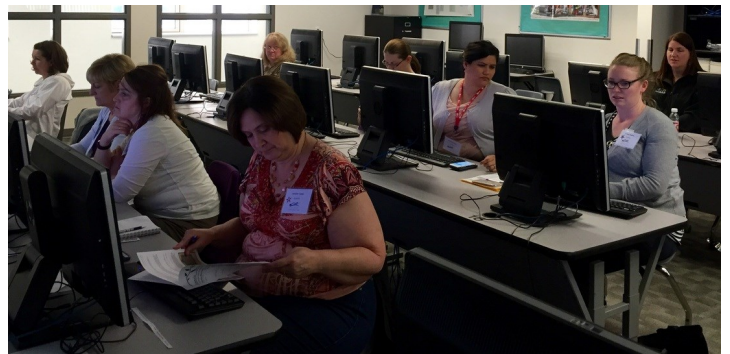
March 12, 2016

Granite Education Center

2500 S State Street, Salt Lake City, Utah



Mike Cottam, Bee-Attitudes Presenter



Todd Musig, Keynote Speaker

April "Going the Extra Mile" Recipient

submitted by Amy Torres, Junior High Representative

Aleshia Stutz, Principal's Secretary, Armstong Academy



Pictured l-r; Matt Goebel, Katrina Holt, Aleshia Stutz, Brad Robinson, Lezlie Anderson and Kent Nixon.

Here is what Tyler Howe, former Principal at Armstrong Academy, had to say about Aleshia:

"Aleshia Stutz constantly goes the extra mile to help students, teachers, and parents at Neil Armstrong Academy. As the first employee hired at the school, Aleshia set the positive tone that every new person who came on board felt and matched. This has resulted in a school of the most contagious optimism I've seen


anywhere. Even in the dire circumstances mere days before the school was set to open but wasn't ready, everyone legitimately believed we were going to make it. Aleshia sets that positive tone constantly. She calmly troubleshoots even the most overwhelming of tasks, and she helps everyone (including her principal) feel calmer along the way. This year, we've pursued a unique professional development opportunity for our staff that requires each teacher to be pulled out of his or her classroom for a couple of hours twice a month. The substitute-teacher coordination effort is staggering. I no longer understand how the puzzle fits together because Aleshia took control of the scheduling and seamlessly makes the whole thing fly. Fifteen substitute teachers come in, receive an assignment from Aleshia, and begin rotating through classrooms. All teachers make it to the training, and few have any idea just how much coordination is going on behind the scenes to make it all happen. Aleshia even throws on her coat and goes outside to cover lunch recess duty to make the whole puzzle work. There's nothing she's not willing to do, and people match her example. Aleshia Stutz is simply exceptional, and Armstrong owes so much of what it is to her service."

Keep those nominations coming. Postcards were sent to all district locations. 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. **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 Amy Torres at Kearns Jr.

Dates & Deadlines:

April 5, 2016	GSD Board Meeting - 7:00 pm
April 6, 2016	GAEOP Board Meeting - 4:15 pm
April 25-29, 2016	Administrative Professionals Week
April 20, 2016	Link Articles Due - May Issue
April 28, 2016	Advisory - 9:30 am
June 2, 2016	GAEOP Professional Development Day, Granger High School
July 13-16, 2016	NAEOP 82 nd Annual Conference & Institute, St. Louis, Missouri





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

If you know of someone that has lost a loved one or is ill, please contact Teresa Himmelberger or Darla Williams.



Surf the Wave to a Positively Charged Life

GAEOP Professional Development Day

Thursday, June 2nd, 2016

7:00 am to 4:00 pm

Granger High School

3580 So. 3600 West

West Valley City

Keynote Speaker

Wendy Heslink, CEOE - NAEOP President-Elect

Wendy has served on the NAEOP Executive Board since 2009 in several capacities; Northeast Area Director, PSP Committee Chairman, Vice President and President-Elect. She has traveled across the country giving presentations and workshops for educational office professionals on various topics. She works as the Secretary to the Superintendent/District Clerk for Fredonia Central School in New York State.

This day is for ALL office professionals, contract or part time. Hourly secretaries/clerks who attend will receive paid time for 7 hours.

9 month contract secretaries will have a trade day.

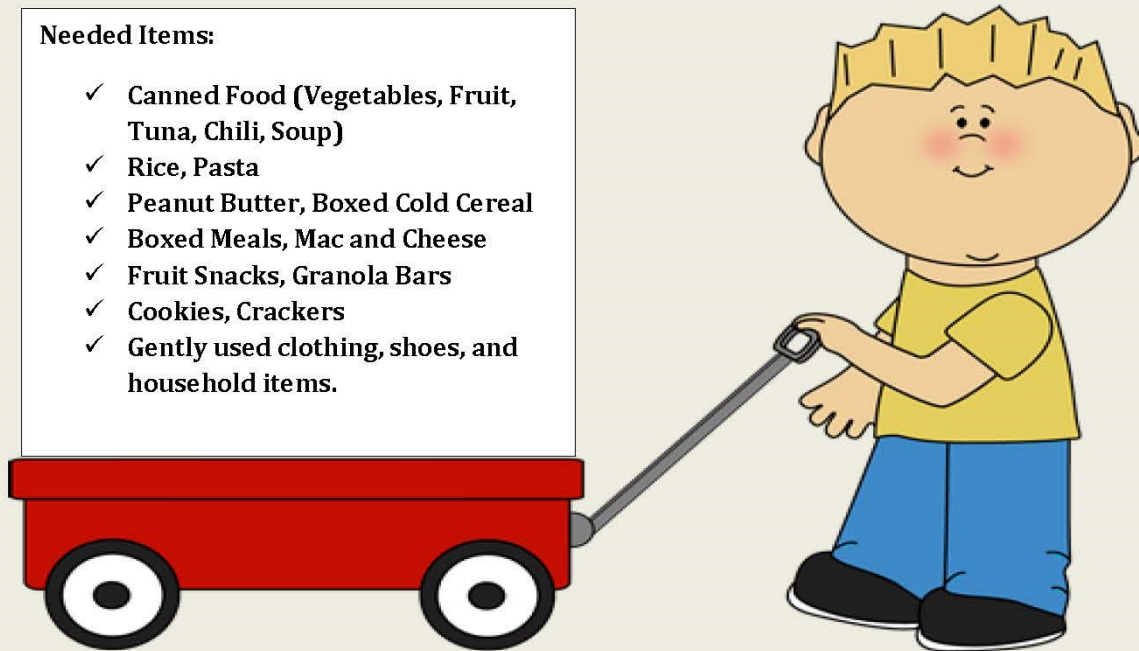
Lunch will be a Hawaiian Buffet -
(kahlua pork, teriyaki chicken, steamed rice,
fresh fruit, citrus salad, roll, potato or
macaroni salad, with guava cake)



GAEOP and GRANITE EDUCATION FOUNDATION FOOD and CLOTHING DRIVE

Needed Items:

- ✓ Canned Food (Vegetables, Fruit, Tuna, Chili, Soup)
- ✓ Rice, Pasta
- ✓ Peanut Butter, Boxed Cold Cereal
- ✓ Boxed Meals, Mac and Cheese
- ✓ Fruit Snacks, Granola Bars
- ✓ Cookies, Crackers
- ✓ Gently used clothing, shoes, and household items.



**Please help Granite Education Foundation stock the
Mobile and Stationary Food Pantry shelves and
TAG's Thrift with gently used clothing!
Bring items to the GAEOP Professional Development Day
on Thursday, June 2, 2016, at Granger High School.**



**Bring a grocery bag of food items
or 10 lbs. of used clothing and
you will be entered to win a
new La-Z-Boy recliner!
(Donated by GEF)**

April is...

National Child Abuse Prevention Month

This month and throughout the year, individuals and organizations play an important role in making our community a better place for children and families. By ensuring that parents have the knowledge, skills, and resources they need to care for their children, we can help prevent child abuse and neglect by making meaningful connections with children, youth and families in our communities. Research shows that protective factors are present in healthy families. Promoting these factors is among the most effective ways to reduce the risk of child abuse and neglect. They are:

- Nurturing and attachment
- Knowledge of parenting and of child and youth development
- Parental resilience
- Social connections
- Concrete supports for parents
- Social and emotional competence of children



April is a time to celebrate the important role that communities play in protecting children and strengthening families. Everyone's participation is critical. Focusing on ways to connect with families is the best thing our community can do to strengthen families and prevent child abuse and neglect. In support of these efforts, the U.S. Department of Health and Human Services' Children's Bureau, Office on Child Abuse and Neglect, its Child Welfare Information Gateway, the FRIENDS National Center for Community-Based Child Abuse Prevention and over 30 National Prevention Partners have created 2016 Prevention Resource Guide: Building Community, Building Hope. The resource guide, designed for service providers who work throughout the community to strengthen families, is available online at <https://childwelfare.com/topics/preventing/preventionmonth/resource-guide/>.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



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

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

Diana Miller - April 18
Taylorville Elementary

Jennifer Justesen - April 20
Safety & Compliance

Gayna Breeze - April 21
Wright Elementary

Beverly Fairclough - April 21
Monroe Elementary

Julena Averett - April 22
Olympus High

Kim Gilbert - April 23
Olympus High

Lafo Tauanu'u - April 25
Taylorville High

Kris Carlson - April 27
Brockbank Jr. High

Jamie Christensen - April 27
Human Resources

Tips & Tricks

submitted by Kathy Roos, Treasurer

It is that time of year when I find it hard to stay focused on work. The sun is shining, the school year is drawing to a close and I am looking forward to a break. I saw this article and thought I need this. I hope you find it beneficial also. Happy Spring.

10 Things You Can Do To Help You Stay Focused During The Day

Do you find your mind wandering frequently throughout the day? Is it hard to stay focused on the tasks ahead of you? Many adults diagnose themselves with ADHD and assume they need medication to overcome this adversity - but we live in an age where our minds have been trained to quickly skip from one thing to the next. Technology teaches us to move from one shiny thing to the next without thoroughly vetting them. Trying to overcome our short attention spans naturally is important before we jump to the conclusion that we need medication, and we have just the tips for you to help you concentrate during the day.

- **Make sure only the tabs you need are open, if you're working on a computer.** Close any program, Google Chrome tab or app that isn't vital to the task ahead of you. If you need something running, but don't want to be distracted by it, put it in another window or square so you can't see it. Remember: out of sight, out of mind.
- **Turn off all notifications.** That includes putting your smartphone on silent! Better yet, shove it in a drawer. You definitely don't need the distraction of an email or Tweet to interrupt you while you're in the middle of an important task.
- **Have a very important task to do.** Speaking of important tasks, make sure that your to-do list is full of significant things to do, rather than checkpoints like "check email" or "update calendar." When you want to sit down and do something, having an important task ahead of you places more pressure on you to get it done.
- **Clear your desk.** A cluttered desk signifies a cluttered mind. Don't spend half an hour cleaning and organizing - just throw everything into a drawer or box under your desk and worry about it later, after you've completed your task.
- **Start small.** If you're working on a particularly lengthy project, complete it in small increments. For example, work for five minutes, then reward yourself by checking your Twitter, Facebook or email for one minute. Increase your work increments in small doses until you're on a roll and in the mindset to complete your project. There are few better feelings than when you're in the zone, enjoying your work and getting it done.
- **Swap caffeine for cardio.** According to the Huffington Post, if you drink caffeine every day, your brain will begin to think that it needs caffeine to operate — that's why you might feel groggy without your morning coffee. Instead, do some cardio when you wake up or before you begin working. Physical activity has been shown to sharpen focus, in people with ADHD and without, possibly because it can help trigger the release of chemicals in the brain that are thought to affect learning and memory. Need some help choosing what exercise you want to do?
- **Drink more water.** Did you know that mild dehydration can lead to inattention? Plus, your body can be dehydrated before you're even thirsty, so you might not realize when you're dehydrated. Even the smallest changes in physiology can signal your brain to focus on that dehydration instead of your work. Having a water bottle on hand throughout the day will reduce on your risk of dehydration.
- **Get more sleep.** This might seem like a no-brainer, but many people operate on small amounts of sleep, which contributes to inattention. Think of sleeping as recharging your batteries; your brain needs to reset and strengthen for the work ahead of it. Try to rearrange your schedule so you get a full night's sleep.
- **Wiggle your toes.** In an age where we are constantly distracted by notifications and alerts, our brains expect new distractions every so often. So, every time you feel the urge to get off track, wiggle your toes! It will act as a stimulation to distract your brain for a while so you can get right back to work.
- **Employ the "five more" rule.** Work five more minutes, read or write five more pages, finish five more math problems. Whatever you're doing, working through the distraction and frustration will have its rewards. It's too bad that this rule doesn't apply to your alarm clock every morning.



Information from an article written by Libby Birk for SKINNYMOM

Chicken Pasta Salad

Submitted by Darla Williams, Secretary

Summer is coming. . .right? This is a great summer pasta salad that is good as a side dish, or can stand on it's own.



- 1 pkg (12 OZ) Bow Tie Pasta, cooked
- 1 pkg (12 OZ) Rotini Tricolor Pasta, (colored) cooked
- 1 can (20 OZ) Pineapple Tidbits, well drained
- 2 cups Celery, finely chopped
- 4 Green Onions, finely chopped (sparingly to taste)
- 1 cup Cashews, halves
- 1 cup Red Flame Grapes, sliced in half
- 4 Chicken Breasts, chopped (recipe calls for sautéed in teriyaki sauce and barbequed – but I usually use a rotisserie chicken, or packaged pre-cooked chicken)
- 1 cup Mayonnaise (do not substitute)
- 1 bottle (16 OZ) Kraft Coleslaw dressing

Prepare all of the ingredients as indicated. Drain the pasta well and place in a large bowl to cool. Add all of the remaining ingredients, except the mayonnaise and dressing. Toss well to blend. In a medium sized bowl combine and mix the mayonnaise and dressing. Pour over the salad ingredients and again, blend well. Serves about 20-25 people.

Administrative Professionals Day

Submitted by Stephanie Rees, Elementary Board Member - West

According to Wikipedia, in 1955 the observance date of National Secretaries Week was moved to the last full week of April, with Wednesday now designated as Administrative Professionals Day. The name was changed to Professional Secretaries Week in 1981, and became Administrative Professionals Week in 2000 to encompass the expanding responsibilities and wide-ranging job titles of administrative support staff. IAAP created National Secretaries Week to recognize "the secretary, upon whose skills, loyalty, and efficiency the functions of business and government offices depend," and to call attention "through favorable publicity, to the tremendous potential of the secretarial career."

Watch your mail during Secretaries Week for a small gift from GAEOP.



New Member

submitted by Traci Pritchett, Membership Chair

Leisl Leystra - Granger High

PSP/GCOP

submitted by Traci Pritchett, Membership Chair

JeAnna Canfield - Granite Education Foundation, Intermediate

Cathrine Richards - Wasatch Jr. High, GCOP

NAEOP Annual Conference Dates

July 13-16, 2016 - St. Louis, Missouri

July 12-15, 2017 - Greenville, South Carolina



Next Article
Deadline:

May
20th

"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:

Danielle Kitchen

School Accountability Services
385-646-4525
dfkitchen@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:
UAEOP

Utah Association of
Educational Office Professionals
NAEOP

National Association of
Educational Office Professionals

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Control of
Your Future**



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Verneita Hunt - Human Resources
Gail Howe - School Accountability Services
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Darla Williams - Hunter Elementary School
Leanne Helbling - Crestview Elementary School
Diana Pennington - Support Services
Carol Berlin - Teaching & Learning Services

The advisory committee meets the 4th Thursday of each month to discuss issues concerning the Granite School District office professionals.