

THE Link

April 2019

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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GAEOP President's Message



This month we celebrate Administrative Office Professionals April 22-26.

In 1952, three individuals: Mary Barrett, President of National Secretaries Association, C. King Woodbridge, President of Dictaphone Corporation, and Harry Klemfuss, Public Relations Executive, originated the idea for the National Secretaries Week to recognize and show appreciation to secretaries' skills, loyalty and efficiency. There are more than 22 million administrative and office support professionals working in the United States today.

Administrative professionals manage a lot - time, teams, tasks, executives, projects...the list goes on. But how are you doing when it comes to managing your professional development? It is easy to get caught up in the chaos of managing everyone and everything else and forget about your own professional well-being.

- Declutter thoughts and feelings. Jot down some things that may have been bugging you lately and decide which ones you can toss out and which ones you should attend to.
- Create some new habits that can increase your productivity and help you enjoy life just a little bit more.
- It's important to stretch our muscles each day, so wouldn't it be equally important to stretch our talents beyond our comfort zone? Take on a challenging new project and see how much you can grow from stretching.

All Things Admin is a great resource to help you when your time is valuable. This site offers many courses all from the

comfort of your own computer. Check out www.allthingsadmin.com.

Soon you will be receiving a Google Doc for registration to the annual GAEOP Professional Development Day. This will be the perfect opportunity to attend a full day of instruction, network with your fellow office professionals and enjoy a great Keynote Speaker, Georgette Council, CEOE. Georgette is the NAEOP Administrative Council Chairman, and will speak about "Stepping into Your Purpose."

Other classes will be offered such as, "Don't Forget Your PB&J (Professional Behaviors on the Job), Suicide Prevention and Awareness, Generationally Speaking, De-escalation Techniques and more. For those that are new to the district, this day is free of charge to all Granite office professionals. In addition to the classes, the day includes a light breakfast, lunch, prize giveaways, a chance to win a basket of goodies and to participate in a very important fundraiser (more details to come).

I hope to see you at Skyline High School, Thursday, May 30th 7:00 am to 4:00 pm.

Thank you for all you do every day. Granite Office Professionals are the best.

*Teresa Himmelberger, CEOE
GAEOP President*



Thank you for your hard work!

In The Spotlight – Beehive Elementary

submitted by Diane Roberts, Membership Chair

Virginia Glaittli



Hello! My name is Virginia Glaittli. I have worked as the Principal Secretary at Beehive Elementary for twenty plus years. I started as a volunteer, assisted in the office, substituted, worked as the lunch clerk and was outside as a playground aide. I have two beautiful daughters and one son-in-law. I am a grandmother to two great dogs and four sweet cats, plus one cat still at home. I spend my weekends riding to Wendover as a hostess for LeBus. I have worked for LeBus for four years now and LOVE every moment of it. In my (very limited) free time, I like to garden, take naps with my cat, and spend time with my family and friends. I love working both of my jobs as I get to work with some of the best students, fantastic parents, great teachers and staff, and some speedy bus drivers and wonderful new friends I make each week-end.

Megan Shipley



Hi! I'm Megan Shipley and I work as the Attendance Secretary at Beehive Elementary. I have only worked in the office for seven months, but I have quickly come to love the students and staff here. I have great respect for the teachers, administrators and everyone here who works so hard to give our students a good education. They are super heroes in my eyes! When I'm not working here at Beehive, I am doing my other full-time job of raising four children and a husband. I certainly have my hands full, but I like to say I would rather have them full than empty! I love to watch movies, read mystery books, go camping and play with my cute little dog. I love our students and I love my job!



April “Going the Extra Mile” Recipient

submitted by Laura Purrington, “Going the Extra Mile” Chair

Carrie DiVall, Armstrong Academy



(l-r) Matthew Goebel (principal), Carrie DiVall, Aleshia Stutz

“Carrie brings such positive energy to the office. She jumps in with both feet on any project or task. She is always willing to find an answer or ask a questions when she’ not sure of how to handle something. Being our attendance clerk, she has coordinated with our social worker and started a new incentive program that they have dubbed, Stellar Attendance. She contacted other schools about similar programs they have and worked things out to fit for Armstrong. Carrie picked out prizes and created a spreadsheet to track the progress for each class. Our student body is excited to earn class prizes and the teachers are appreciative of the effort Carrie has put into getting their students to take being on time and not missing school seriously.”

~Aleshia Stutz



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 want to nominate someone, please contact [Laura Purrington](#) at Kearns High School.

GCOP/PSP Certificate Holders

submitted by Gayna Breeze, PSP Chair

Congratulations to these office professionals who have invested in themselves by earning a Granite Certified Office Professional (GCOP) or NAEOP Professional Standards Program (PSP) Certificate. We are happy to recognize your dedication to excellence and your commitment to professional growth. Earning PSP and GCOP certifications helps you stay current with changes in the profession and also helps increase your paychecks. For information about the stipend the Granite School District offers to office professionals who earn these professional certificates, please visit the GAEOP website, gaeop.weebly.com, or see the [Memorandum of Understanding](#) Between GSD Board of Education and GAEOP.



Entry Level Certificates

Dorothy Astin
Prevention & Student Placement

Kathy Bailey
Talent & Development

Lisa Boman
Millcreek Elementary

Cheryl Boynton
West Lake STEM Jr. High

Ruth Brown
Bennion Jr. High

Marcia Cannon
Hillside Elementary

Sharon Clark
Bennion Jr. High

Kimberlie Dixon
Accounting

Lynne Graff
Whittier Elementary

Nancy Heckenliable
Kearns High

Toni Ipson
Western Hills Elementary

Karen Manning
Skyline High

Lynette Mayhew
Maintenance

Diana Miller
Taylorville Elementary

Jolene Nelson
Cyprus High

Debbie Paul
Taylorville High

Tammy Pearce
Taylorville High

Diana Pennington
Support Services

Jill Rasmussen
Lake Ridge Elementary

Michelle Raymond
Kearns Jr. High

Leesa Rij
Moss Elementary

Diane Roberts
Bridger Elementary

Stephanie Rodriquez
Pleasant Green Elementary

Tanya Sargent
Driggs Elementary

Richelle White
Payroll

Darla Williams
Communications

Intermediate Level Certificates

Debbie Allen
Prevention & Student Placement

Christy Anderson
YESS Program

Samantha Basham
School Accountability

Heather Bankhead
Hunter Jr. High

Dawn Binyon
Valley Jr. High

Jeri Lynn Bliss
Jackling Elementary

Sally Breinholt
Granite Technical Institute

Kris Carlson
Cyprus High

Larene Carlson
William Penn Elementary

Emily Cebrowski
Transportation

Beverly Fairclough
Monroe Elementary

Maria Guevara
West Lake STEM Jr. High

Jodi Halaewa
Human Resources

Jessica Ibarra
Taylorville High

Christine Margetts
Rosecrest Elementary

Cindy McCleve
Matheson Jr. High

Tina Nielsen
School Accountability

Vanessa Park
Accounting

Susan Peterson
Matheson Jr. High

Luann Simonsen
Fremont Elementary

Bonese Snarr
Wasatch Jr. High

Jennifer Vargo
Kennedy Jr. High

Margé Weiss
Special Education

Kathie Woodruff
Jefferson Jr. High

Erin Wright
Teaching and Learning

continued on Page 4...

May today's success be
the beginning of tomor-
row's achievements.



GCOP/PSP Certificate Holders

Continued from Page 3

Associates Degree Level

Danielle Kitchen
School Services

Deann Jensen
Bennion Jr. High

Jamey Pease
Wright Elementary

Angela Pester
Jefferson Jr. High

Stephanie Rees
Diamond Ridge Elementary

Irene Schiers
Hunter High

Lafo Tonga
Purchasing

Paula Winn
Accounting

Marilee Evans
Human Resources

Michelle Foster
Granger High

Lyndsay Fraser
CTE

Virginia Glaittli
Beehive Elementary

Jean Gorringer
Granite Peaks

Jaquelin Hale
Oakridge Elementary

Leanne Helbling
Crestview

Teresa Hughes
Calvin Smith

Julye Jex
CTE

Jennifer Justesen
Skyline High

Debra Larsen
Oakwood

Leisl Leystra
Bennion Elementary

Linda Liebmann
Transition Services

Bonnie Linder
Hunter Jr

Colleen Lynch
Benefits

Jeri Maples
Kearns High

Trinidee Marchant
Granite Peaks

Stefanie Meier
Woodstock

Advanced I Level Certificates

Dawnette Dial
Granite Park Jr. High

Judy Godoy
Kennedy Jr. High

Susan Law
Elk Run Elementary

Nina Lemon
Taylorville High

Stephanie Maarse
Human Resources

Julene Maddocks
Preschool Services

Catherine Middlemiss
YESS Program

Milena Pehar
Lincoln Elementary

Kathy Roos
Granite Technical Institute

Shauna Ross
Special Education

Mindy Scherzinger
Research & Evaluation

Kennie Schlappi
Transportation

GayLawn Starnes
Human Resources

Jana Varney
Taylorville High

GCOP (Advanced III) Level Certificate

Lorna Allen
West Kearns Elementary

Liliana Arias
Granger High

Shirley Ayrton
Curriculum & Instruction

Carol Berlin
Teaching and Learning

Karen Bowden
West Lake STEM Jr. High

Stacy Bushell
Cottonwood High

Jodi Crandall
Maintenance

Sandra Crosby
Curriculum & Instruction

Sandy Cummings
Warehouse

Marguerita Davilla-Telck
Olympus Jr. High

Rose Elkins
Purchasing

Advanced II Level Certificates

Juliene Christensen
Valley Jr. High

Wendy Cochran
Eisenhower Jr. High

Teresa Evans
Cottonwood High

JaNan Himmer
Monroe Elementary

continued on Page 5...



GCOP/PSP Certificate Holders

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GCOP (Advanced III) Level Certificate (continued)

- Rachael Morton**
Olympus High
- Debbie Okelberry**
Granger High
- Danette Ontiveros**
Olympus High
- Kari Parry**
Taylorsville High
- Andrea Petty**
Granger High
- Vicki Platt**
Orchard
- Traci Pritchett**
Information Systems
- Laura Purrington**
Kearns High
- Sandra Riches**
Title I
- Carol Seastrand**
Taylorsville High
- Julie Shorts**
Kearns High
- Shirlene Teigen**
Hunter Jr. High
- Marie Tomlinson**
Bacchus
- Amy Torres**
Kearns Jr. High
- Monica Tovar**
Taylorsville High
- Susan White**
Magna
- Courtney Williams**
Wasatch Jr. High
- Erin Winkler**
Kearns High
- Janice Wirthlin**
Evergreen Jr. High
- Natalie Yates**
Bonneville Jr. High

Advanced III, CEOE Level Certificates

- Joni Garrett**
Eisenhower Jr. High
- Teresa Himmelberger**
Payroll
- Jana Klein**
Title I
- Mary Meyers**
Spring Lane Elementary
- Jo Potter**
Budget Office
- Darla Tolman**
Prevention & Student Placement

Bachelor's Degree Level Certificates

- Lezlie Anderson**
Taylorsville Elementary
- Sandra Brunson**
Accounting
- Lesa Campbell**
Maintenance
- Alyssa Carraway**
Educational Technology
- Sharon Chaus**
Hunter High
- Shawna Cluff**
Churchill Jr. High
- Gail Dawson**
Curriculum & Instruction
- Robyn Elmore**
Westbrook Elementary
- Maren Erickson**
Bonneville Jr. High
- Charity Flanagan**
Wasatch Jr. High
- Kristen Fors**
Special Education
- Kelly Franz**
Cottonwood Elementary
- Kathy Goodfellow**
District Administration
- Kelly Gubler**
Skyline High
- Jennifer Jackson**
Eisenhower Jr. High

Jennifer Jentsch
Granite Education Foundation

- Lindsay Koehler**
Human Resources
- Melissa Maughan**
Cottonwood High
- Marcinda Mohr**
Support Services
- Carol Niebuhr**
YESS Program
- Kim Ogden**
Olympus High

Stephanie Ostendorf
Custodial Services

Oliana Pulou
Academy Park Elementary

Tiffani Robison
Olympus High

Susan Seals
Twin Peaks Elementary

Samantha Sinister
Gourley Elementary

Aleshia Stutz
Armstrong Academy

Bachelor's Degree, CEOE Level Certificates

Gayna Breeze
Support Services

Julianne Hamblin
Fox Hills Elementary

Master's Degree Level Certificate

Lindsey Larsen
Roosevelt Elementary

Leadership and
learning
are indispensable
to each other.

~John F. Kennedy



Tips & Tricks

submitted by Carol Seastrand, Part Time Employee Representative

Skills survival kit: How to Survive the day

Surviving the day as an executive assistant requires a specific set of skills. Fortunately for most, it isn't anything like what you see in *The Devil Wears Prada*, but it can be a bit overwhelming without knowing what is required. Here, in no particular order, are the top 5 skills/qualities required to survive the day as an executive assistant.

Mind your own business.

Okay, this sounds a tad harsh, but it's easy to remember. You will be privy to sensitive information, and you need to be able to keep it private. You may know about upcoming lay-offs, co-worker disagreements, or other sensitive internal management information. Treat this information as if you didn't hear it, and don't share it unless your executive tells you it is okay.

Problem solve.

You will manage everyday issues that arise due to the independent nature of your position. Because of this, you need to be able to take initiative to fix issues that arise. Learning and knowing your company's policies can help you to determine the best ways to solve the problems.

Communicate, and do it clearly.

As an executive assistant, your ability to communicate effectively is crucial to making it through the day. Your ability to communicate clearly will ensure that company tasks are properly taken care of, parties will be well planned, and travel arrangements will be correct. Clear written, verbal, and non-verbal skills can be developed, so if you don't quite have them yet, continue working at them to be successful.

Be dependable.

This is very important to making it through the day, and it's very simple. Be on time, be willing to adjust your schedule to make sure your team is attended to, and when you're at work focus on your work.

Manage your time.

Because you are often working on your own as an executive assistant, your ability to manage time will help you survive your day. Whether you keep an app on your phone, a calendar on your computer, or a physical planner, plan each day and try sticking to your plan as closely as possible. If you're managing your time, you'll be able to get everything done that you need to do.

~From Career Step - Online training solutions



Our Ripples

submitted by Leanne Helbling, Elementary East Representative

Forget the
mistake.
Remember
the lesson.

@lisamessenger



Dates & Deadlines:

April 21, 2019	Easter
April 22 - 26, 2019	Administrative Professionals Week
May 7, 2019	GSD Board Meeting
May 15, 2019	PSP Filing Date (NAEOP)
May 23, 2019	Last Day of School
May 30, 2019	GAEOP Professional Development Day Skyline High School
July 15-19, 2019	NAEOP Annual Conference, Boise, ID
July 20-24, 2020	NAEOP Annual Conference, Salt Lake City, UT

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

Cari Davis - April 5
Bates Foods

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
Skyline High

Gayna Breeze - April 21
Planning & Boundaries

Beverly Fairclough - April 21
Monroe Elementary

Cassie Daley - April 22
Hillside Elementary

Amy Hendrickson - April 22
Special Education

Kimberly Gilbert - April 23
Olympus High

Lafo Tonga - April 25
Purchasing

Kris Carlson - April 27
Cyprus High

Gail Dawson - April 30
Curriculum & Instruction

National Association ~ NAEOP

Are you going?

2019 NAEOP Annual Conference and Institute
July 15-20, 2019
Boise, Idaho



Conference outline and registration
now available at naeop.org.
Click on **Events**.

GAEOP Professional Development Day

“Always Stand Tall”

May 30, 2019

Skyline High School

Learn together from

- Keynote Speaker
- Classes
- Networking Sessions

Lunch Included

Watch your email for details!

Tried & True Recipe

Submitted by Michelle Raymond, Jr. High Representative

Easy Cheesy Loaded Cauliflower Casserole

I found this recipe on Facebook. It is so yummy and has become one of my favorites.



- 1 large head cauliflower, cut into small florets
- 2 tbsp butter, melted
- sea salt & black pepper, to taste
- 2/3 cup sour cream
- 1/4 cup heavy cream
- 2 cloves garlic, minced
- 6 Tbsp bacon bits, cooked & divided
- 1 1/2 cup cheddar cheese, shredded & divided
- 1/4 cup green onions, chopped & divided

1. Preheat the oven to 450 degrees F
2. In a large bowl, toss the cauliflower florets with butter. Season with sea salt and black pepper.
3. Transfer the cauliflower to a small 1.5 quart casserole dish in a single layer. (Line the pan unless it's glass or stoneware. If there's too much cauliflower to fit in a single layer, roast on a larger baking sheet instead.) Roast in the oven for 15-20 minutes, until crisp-tender.
4. Meanwhile, in the same bowl, whisk together the sour cream and heavy cream, until smooth. Stir in the minced garlic, half of the cheddar cheese, half of the bacon bits, and half of the green onions. If desired, season sauce with sea salt and black pepper. (Don't oversalt - it will get more salty as the cheese melts.)
5. When the cauliflower is done roasting, take it out and leave the oven on. Add the cauliflower to the bowl and mix with the sauce.
6. Return the cauliflower mixture to the casserole dish. Top with remaining cheese and bacon bits.
7. Bake for 5-10 minutes, until the cheese melts. Top with remaining green onions.

Organized Hospitable
 Resourceful Essential
 Wonderful DELEGATES Security Checkpoint
 Supportive Phone Calls
SECRETARY
 WELCOMING Messages
 Peacekeeper All Knowing
 HELPFUL
 Efficient Irreplaceable
 MULTI-TASK
© 2013 All Y'all Need

Scholarships

submitted by Gayna Breeze, Scholarship Chair

Helen P. Metos Scholarship ~ \$500



Eduardo Flores-Gonzalez, from Granger High School, with Teresa Himmelberger (l) and Gayna Breeze (r).

Believe & Achieve Scholarship ~ \$250



Gurinder Kaur, from Granger High School, with Gayna Breeze.

Siasoi Heimuli, from Taylorsville High School, with Gayna Breeze.

Our thoughts are with those who have lost loved ones or are recovering from illness. If you know of someone who has lost a loved one or is ill, please contact Kathie Woodruff or Teresa Himmelberger.





"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
Educational Office Professionals



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

Visit Our Website

www.gaeop.weebly.com

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- Ben Horsley - Communications
- Patrick Flanagan - Human Resources
- Donnette McNeill-Waters - Human Resources
- Garett Muse - School Accountability, Secondary
- Tina West - School Accountability, Elementary
- Teresa Himmelberger - GAEOP President, Payroll Office
- Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary
- Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High
- Diana Pennington - GAEOP Executive Representative, Support Services
- Diane Roberts - GAEOP Membership Chair, Bridger Elementary
- Laura Purrington - GAEOP Senior High Representative, Kearns High

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