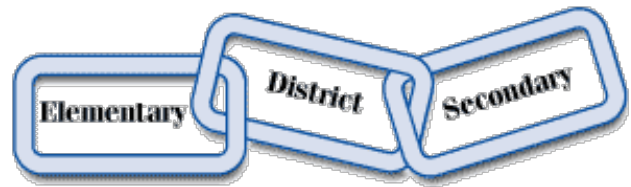


# The Link

GAEOP



Volume 4, Issue 7

April 2013

## Newsletter of the Granite Association of Educational Office Professionals

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.

### Inside this Issue:

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## Vickie's Vibes

It's the time of year when there is a certain feeling in the air. Everyone wants to be outside. It's a great time of year especially after the long winter.

Of course this time of year also means deadlines, ordering textbooks, organizing banquets, getting ready for refunds and all the other million and one things that we do as secretaries. I don't know about you, but with things the way they are right now I can use all the help I can get when it comes to having a positive attitude. I know that when I have a better attitude I'm more productive and I make better choices at work and at home. A positive attitude in the workplace can make working a more pleasant experience for everyone in the office. Positive attitudes are generally contagious to others, as are negative attitudes, and can make all of the difference in the workplace environment.

We can't eliminate office stress, but we can do a lot to minimize its impact on us. After all, even if we get stressed out, we still need to do our best and get our work done. Most of us are natural procrastinators. Leaving everything until the last minute puts tons of pressure on us.

So stay positive and focus on what needs to get done. Break down the work into smaller, more manageable chunks.

One final piece of advice to relieve stress put 'eat chocolate' at the top of your list of things to do each day.

Vickie Burrow  
GAEOP President  
Eastwood Elementary

**CHECK OUT OUR NEW GAEOP WEBSITE!!!**  
[graniteschools.org](http://graniteschools.org), employee intranet then  
click on the GAEOP Link



www.MyQuotesHome.com

Always be good to a Secretary....She is the gatekeeper of the office!

Happy Administrative Office Professionals Day – April 24<sup>th</sup>!  
You truly are the best!

## Getting to know our GAEOP Board...

I have worked at Bennion Jr. High as the Principal's secretary for 23 years. I worked for three years prior at Eisenhower Jr. as a Tracker. Prior to that, I worked in Salt Lake District Offices and South High School for 10 years. I have enjoyed working in schools as my children have grown up.

I have been married to Oz (Mary) for 44 years. We were blessed with 5 children. We have 6 grandchildren, the oldest being a junior in High School and the youngest being 4. While our family was growing up, all our vacations were at Lake Powell with extended family.

I enjoy traveling to see historical sights, botanical gardens and theatrical plays. I enjoy gardening, spending time in the flower beds and with my grandchildren.

I have been a part of the GAEOP board since 2002. GAEOP is a wonderful organization that does so much to help the secretaries. If you haven't already you should join GAEOP and become involved. Find out how you can help to make it a better and stronger association

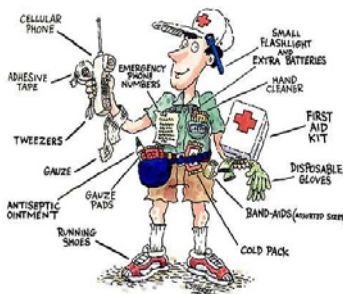
Gay Lynn Osness  
PSP/ GCOP



Gay Lynn Osness  
Principal Secretary  
Bennion Jr. High



### Are you Prepared??



As a child we played a game of tag called "Run, Run, the Sky is Falling" (well okay in Idaho we played it long before video games). We took turns naming monsters that were chasing us or catastrophic earth bound emergencies and we would run away to hide. The person who was "it" tried to catch us unprepared. Today's world presents many situations that require emergency preparedness at home, in our cars, and at work. As secretaries in education it often falls to us to be the information center and work with administration to execute our location's emergency plan. When at work it is suggested to have available in a convenient location (not just on your computer – power outages may happen):

- Granite School District Emergency Preparedness Manual (A revised and expanded edition is now being prepared.)
- Phone numbers for Granite District Police and district administration.
- School evacuation plans.

Meeting with your principal and office staff to decide what your responsibilities are in case of an emergency would be a great idea.

When you find yourself needing a Personal Emergency Kit in your life – try this:

Lock the door, turn off the phone,  
Sneak away, you're all alone.  
Light a candle, draw a bath,  
Take a drink and start to laugh.  
You've escaped your hectic day –  
Munch on some candy and drift away.  
Now add some bubbles: that luxurious look,  
Lean back and peek at your brand new book.  
Wiggle your toes and take a deep sigh,  
Enjoy this rare moment and let the world pass you by.

Submitted by Merilynn Boekweg

## Office Professional Recognition Dinner

The Office Professional Recognition Dinner was held on March 26<sup>th</sup> at the Jones Center. The Jones Center staff really put on a great event. The decorations were amazing, the food delicious. The secretaries enjoyed the dinner and the Truman Voices Children's Choir from Truman Elementary.

Chris Metos and his daughters, Paula & Sylvia were in attendance to present the Helen Metos Student Scholarship. This award was given to Megan Widmer, a student from Skyline High School. We would like to thank Chris Metos and his family for their continued support of GAEOP and the student scholarship recipients.

The Administrator of the Year was given to Richard Welch, the Payroll Director. Rich has been in that position for thirteen years. He is always working on ways to improve the payroll process, and has always had an open door policy to help out all that need assistance. Congratulations to Rich.

The Office Professional of the Year was given to Sandra Riches, from Cottonwood High School. Sandra has been the Principal's Secretary at Cottonwood High for the past four years. She is the key to over 100 staff and faculty, and is able to handle them always with a professional attitude. We give Sandra a BIG shout out! Way to represent the Office Professional's.

The Winona Fullmer Member Scholarship was given to Natalie Yates. Natalie has been the Principal's Secretary at Bonneville Jr. High School for the past four years. Natalie is a firm believer in continued education, to be the best at what you do. Natalie takes great pride in her job.

Jan Richardson, Carolyn Simons, Stefanie Meier and Virginia Glaittli put together this wonderful evening. Thank you for such a fun filled evening.

Also, the new 2013-2014 GAEOP Board was installed. We have some new faces this year, along with some veterans. We look forward to a great year.



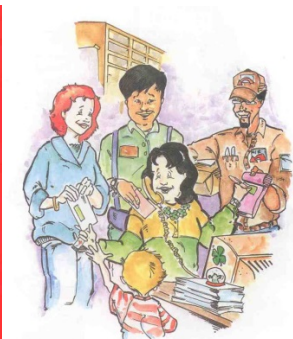
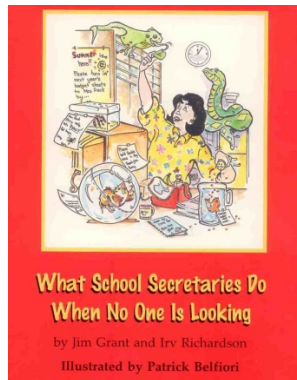
## Welcome 2013-2014 GAEOP Board Members

President	Vickie Burrow	Membership Chair	Kari Parry
President-Elect	Teresa Himmelberger	Historian	Colleen Lynch
Vice President	Natalie Yates	Elementary East	Leanne Helbling
Secretary	Jan Richardson	Elementary West	Stefanie Meier
Treasurer	Kathryn Roos	Jr. High	Cris Brimley
Executive	Merilynn Boekweg	High School	Betty Kresser
Administrative	Elaine Wright	Part Time	Marie Orton



## Amy's Ramblings...

Modern business is a storm. As modern office professionals we are here to help calm that storm. Since 1952, the International Association of Administrative Professionals has been honoring office professionals with the Administrative Professionals Week. Today, it is one of the largest workplace observances. To honor all of you wonderful office professionals here are a few pages from one of my favorite books reflecting what we do as office professionals.



School secretaries handle multiple tasks.



And while no one is looking school secretaries make life a little easier.



THANK YOU FOR ALL THAT YOU DO!



### Office Etiquette

Office Etiquette is about conducting yourself respectfully and courteously in the office or workplace. First impressions are important.

- ....Show consideration for other people's feelings.
- ....If there is conflict; do not get personal in your remarks.
- ....Never be petty or small minded in your behavior.
- ....Treat all support staff with the same courtesy and respect you show your boss.

Submitted by Vickie Burrow

**We send our heartfelt condolences at this sad time.  
You are in our thoughts!**

**Betty Kresser, Cottonwood High; Father  
Janan Himmer, Monroe Elementary; Family Member  
Andrea Richmond, Payroll; Family Member**



**MARK YOUR CALENDARS...**

4/1	Snow Make Up Day/ No School	4/24	Office Professionals Day
4/1	April Fool's Day	4/26	Arbor Day
4/1-4/5	Spring Recess	Upcoming Events:	
4/15	Income Taxes Due	5/27	Memorial Day
4/22	Earth Day	6/12	Professional Development Day



The Utah Association of Educational Office Professionals is proud to host the Fall 2013 NAEOP Institute. The Institute will be held October 11-13, 2013, in Salt Lake City, Utah. This Institute will provide 15 hours of PSP credit.

This is a great opportunity to fire up your professional toolbox, avoid burnout and network with other office pros from around the country. We've arranged great classes – Communication; Ethics; Writing, Grammar & Proofreading; Resumes & Interviews; Secrets of Happiness at Work, and in-depth technology topics.

Detailed registration can be found at [www.naeop.org](http://www.naeop.org) or you can contact one of the chairmen.

We're looking forward to discovering if your "coals are smoldering" or if your "flames are hot and high"! If you have any questions, please contact Institute co-chairs:

Sherry Wilson, CEOE ([slwilson@graniteschools.org](mailto:slwilson@graniteschools.org); 385.646.4302)  
Kathy Goodfellow ([kgoodfellow@graniteschools.org](mailto:kgoodfellow@graniteschools.org); 385.646.4523)



## *Happy Birthday to you!*

### *GAEOP Members*

4/3	Deanne Hampson	Eastwood Elem.	4/17	Gaylawn Starnes	Human Resources
4/5	Lorna Allen	West Kearns El.	4/20	Jennifer Justesen	Cottonwood High
4/6	Ashley Dansie	Human Resource	4/22	Julena Averett	Olympus High
4/7	Marie Tomlison	Bacchus Elem	4/23	Marilyn Strong	Cyprus High
4/9	Debbie Allen	Student Placement	4/27	Kris Carlson	Brockbank Jr.
4/10	Keelee Powell	Orchard Elem.	4/28	Kathie Carter	Jones Center
4/13	Kathy Bailey	Educational Supp.	4/30	Gail Dawson	Curriculum
4/13	Susan White	Cyprus High			
4/16	Christy Margetts	Rosecrest Elem.			





## We've got Spirit!

June 12<sup>th</sup> is our Professional Development Day and our theme is all about Teamwork....so our committee would like to start this event off with a little friendly competition. Enclosed is the flyer with all the information and criteria to get you started along with the class list and registration form that will need to be in by April 30<sup>th</sup>. Watch for additional information coming in the May Link. Work as a team, get those creative minds going!

Teresa Himmelberger  
PDD Committee Chair

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### Let's Show our Spirit! Professional Development Day Spirit Posters!

#### Posters should include:

1. School or Department Name
2. Mascot (be creative if you don't have one)
3. Moto or Slogan



Prizes for **Best Design**, **Most Creative**, and most **Team Spirit!**

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### 1<sup>st</sup> Annual *Professional Development Day* Food Drive Wednesday, June 12<sup>th</sup>



**Bring non-perishable foods: Peanut Butter, Tuna, Canned Fruit, Vegetables, Chili, etc.**

**ALL donations amounts accepted. Donate 5 or more items and receive 6 raffle tickets**

**GO TEAM! 2, 4, 6, 8...help DONATE!**



# WE'VE GOT SPIRIT - HOW ABOUT YOU?

**GAEOP Professional Development Day**

**June 12, 2013**

**7:30 am- 4:00 pm**

**Granite Education Center**

**2500 So. State St.**

**Keynote Speakers**

**Annette Brinkman & Tim Frost**

**Educator Support & Development Services**

**Choose four classes from the attached list that you would like to attend. Two hour sessions are considered two classes. All classes will need a minimum number of people registered in order to keep the class.**

**Name: \_\_\_\_\_ Location: \_\_\_\_\_**

**Class A: \_\_\_\_\_ Class B: \_\_\_\_\_**

**Class C: \_\_\_\_\_ Class D: \_\_\_\_\_**

**Tailgating Lunch: Pulled Pork or BBQ Brisket  
Potato Salad/Cole Slaw - Chips - Cookies**

**Lunch? Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**Please return via district mail or email PDF attachment to Teresa Himmelberger - Payroll by April 30th, 2013**

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

**GO**

**T**ogether

**E**veryone

**A**chieves

**M**ore

# GO TEAM

## Classes:

### **Practicing Informal Leadership to Create a Positive Work Environment - Bill Kenley, Talent Development**

We all want to work in a positive environment, but do we really know what part we play in creating that environment? Come learn how we can practice leadership to help make the work place better for ourselves, and for those around us.

### **Close Encounters - Danielle Kitchen, School Accountability/Sherry Wilson, Accounting (2 hour session)**

Join us for this fun, interactive/intergalactic workshop that's designed to enhance your discussion, facilitation, problem solving team work, communication, interpersonal, and "take me to your leader"-ship skills. It promises to give you increased awareness of how the contribution of others benefits you not only on a professional level but on a personal level as well. You too can say, "I am completely operational, and all my circuits are functioning perfectly."

### **PSP National Certification/GCOP Granite Certification - Sandy Memales, Support Services Manager**

This class will cover requirements for both certificates. You can use your continued education credits toward either certificate. Granite School District pays you an additional amount when you achieve levels within the programs. Methods of accounting for your classes and the application process will be discussed.

### **"Exercise is Medicine"- Emma Crandall, GBS Benefits**

In this class we will not only look at how exercise improves health but how the opposite is also true: sitting for too long can have negative impacts on health. We will review a little research but also spend time discussing how we can incorporate more movement into our day. All attendees will receive Emma's "Office Space Workout". Exercises that can be done at or near your desk!

### **Human Resources - Dave Rettie, Associate Director**

"All you wanted to know about HR but were afraid to ask."

### **Patrons, Policies, and Proliferating Pressures- Doug Larson, GSD Attorney**

This class will look back at a very unusual school year, the policies and procedures that were instituted, and some basic legal principles that will help support staff maintain cool under pressure. The class is intended to provide practical suggestions for dealing with day-to-day problems that walk through the door, in all their variety. Sometimes, a basic understanding of policies or legal principals will diffuse volatile situations and allow for reasonable resolutions before those situations spiral out of control.

### **Improving Your Outlook - Joan Hansen, Information Systems**

You don't need to be psychic to find email messages in Outlook. Outlook is more than an electronic mailbox. This class will demonstrate basic skills to help you manage your time and information.

### **Mind Your Mind- Linda Mariotti, Assistant Superintendent - Teaching & Learning Services**

As Hamlet said, "There is nothing good or bad, only thinking makes it so." Research has repeatedly shown that optimism, a positive attitude, expecting good things to happen can pay big dividends in reducing stress, improving health, enhancing job success - even generating higher scores on achievement tests. Do you struggle to see the glass as half full? Would you like to turn negative thinking into positive thinking? It takes practice, but you can create a new habit and learn to behave and think in a more positive way with some simple strategies. Change your thinking, change your life. . . .

### **Don't be a Victim - Detective Robert Odor, Unified Police**

Learn basic self-defense escapes, know & understand personal weapons, appropriate use for deadly force.

### **"What's for Dinner?" - Jeff Gratton, Resident Chef**

Come and learn how to make 30 minute meals with Chef Jeff



Next Article  
Deadline:

**April  
25th**

“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 at: [antorres@graniteschools.org](mailto:antorres@graniteschools.org)

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 25th of each month.

Thanks so much for your interest and suggestions.

Amy Torres, Editor  
Kearns Jr. High  
385-646-3501

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

#### GRANITE SCHOOL DISTRICT

2500 So. State Street  
Salt Lake City, UT 84115



Get into the  
Swing of things,  
Be a part of Something!  
2012-2013

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Dave Rettie,  
Assoc. Director, D.O., H.R.  
Launa Harvey,  
Director, School Accountability Services, D.O.  
GayLynn Osness, Bennion Jr. High  
Vickie Burrow, Eastwood Elem.  
Carolyn Simons, Cyprus High  
Danielle Kitchen, School Services  
Jan Richardson, Truman Elem.