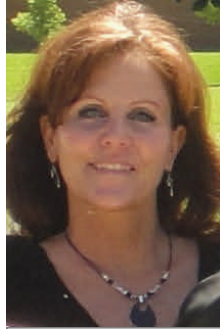




## Mission Statement

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

**Rejuvenation ~ to make young again; restore health and vitality.** I wish it were that easy (I'm still looking for the Fountain of Youth) but I do hope that each of you had a chance to have some fun in the sun this summer or at the very least, some down time to rejuvenate.

The theme I chose for this year is **"Take Control of Your Future"**. I often remind my kids that we control our own lives, not anyone else, and it's all in the *Attitude*. Choose a way to create a positive attitude, one that will give you satisfaction, not set you back. I encourage each one of you to reevaluate/rejuvenate how you are doing things. Take control of your life and do things that will get you that future you so deserve.

I am looking forward to great things in GAEOP. From the survey that we did at the end of last year, I realized that we had some programs/events that we needed to reevaluate. As times change and lives get busy it's a good time to look at processes. So, over the summer the board met and decided to try a different direction with some of these items. With that being said *here are a few noteworthy items to mention:*

- ◆ Professional development has been scheduled for the year. Diana Pennington and Carol Berlin have done a great job scheduling 30 hours worth of instruction as well as three in-services. You can find the schedule on page 5. Take every opportunity to gain knowledge that will help you be a more efficient office professional. This is a great way to receive inservice credit hours for your PSP/GCOP (details for GCOP on [gaeop.weebly.com](http://gaeop.weebly.com))
- ◆ We will be implementing the "Going the Extra Mile" recognition, information can be found on page 2. I want to ask each of you to look out for a deserving office professional that goes **Above and Beyond**. We would like to recognize office professionals each month from October through May. The deserving individuals will be honored at the Professional Development Day in June. This will replace the Evening of Recognition dinner and, for now, the Office Professional and Administrator of the Year awards. The scholarships for the Office Professional and Student will still be available.
- ◆ Junior High Work Sessions have been scheduled during the month of October. More information will be sent out soon. This is designed to give each group a chance to work together to improve and share ideas about job related duties.
- ◆ In December, GAEOP will be holding the annual Open House (details forthcoming). This is your opportunity to meet and talk with your GAEOP Executive board. We would love to hear from you. *Santa's workshop* will also be open at that time to collect *"Toys for Tots"*. This is the service project that is near and dear to our hearts. What a great way to give during the holiday season. More information will be available as the date gets closer.
- ◆ At the NAEOP conference in July, awards were given for various achievements and I am proud to say **"The LINK" newsletter took 3<sup>rd</sup> place** in Excellence of Communication. Kudos to Danielle Kitchen, Editor, her committee and the GAEOP Executive board for doing a fabulous job keeping the office professionals informed. We look forward to another great newsletter this year.

June kicked off our membership drive. I have been asked, "What does GAEOP membership do for me?" Very simply, without our membership, there is NO GAEOP. Without an association, we do not have an Executive Board to plan Professional Development opportunities, recognitions, scholarships, service projects and we would not have a voice in Meet and Confer. Traci Pritchett, Membership chair, has been sending out reminders to your work locations. If you did not receive one and want to just send an email to [tpritchett@graniteschools.org](mailto:tpritchett@graniteschools.org), she can get you set up for payroll deduction. For \$15.00 per year you can be proud to be part of GAEOP. I am just an email [tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org) or phone call away (646-4311). Have a Hollywood style year!

Teresa Himmelberger, GCOP  
GAEOP President

**"Take Control of Your Future"**



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## Architecture, Engineering & Construction Services

*submitted by Diana Pennington, Administrative Representative*



My name is Marcinda 'Marci' Mohr. I am the Director's Secretary in Architecture, Engineering and Construction Services. I am new to the District and started working on June 3, 2015. Before coming to Granite School District, I worked at the US Army's Deseret Chemical Depot for 16 years. I recently earned a degree in accounting from Utah State University. I am married and have four adult children, five stepchildren, and 14 grandchildren and live just outside of Stockton, which is a rural area in Tooele County. Some things I like to do are camping, hiking, home remodeling and decorating, sewing, crafting, reading, puzzles, and most of all, family activities.



My name is Ashley Winkelkotter and I have worked for the district for five years. I work in Architecture, Engineering and Construction Services where my primary duties are archiving and filing blue prints. In my free time, I love to do anything outdoors such as; camping, hiking, fishing, and 4-wheeling. I have also enjoyed planning my wedding - I'm getting married on May 21, 2016.

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## New GAEOP Board Members



My name is Diana Pennington and I am beginning my second year in the Communications Office. Prior to this position I was at Matheson Junior High School for 10 years; two as an attendance tracker and eight as the principal's secretary. I'm looking forward to meeting more of you as I serve on the GAEOP Board. My husband and I have been married for 26 years and we have four children. Our oldest daughter (23) is married and lives in St. George, our oldest son (21) is serving a mission in Brazil and will be home in a couple of months, and our two youngest live at home with us. Our younger son (18) just started his first year of college at the University of Utah and our youngest daughter (17) is a senior at Hunter High School. I grew up in West Jordan and am third oldest of seven; I have two sisters and four brothers. My favorite thing to do is spend time with my family - doing anything or absolutely nothing.



I am Amy Torres and I have worked for Granite School District since 2008. I started out as an hourly secretary in the Benefits Office, then became a secretary in Human Resources in 2009. Currently, I am at Kearns Jr. High as the Finance Secretary. I am married to a wonderful man and we have two beautiful children Tyson, 12 and Nichole 10. In my spare time I do photography ~ Amy Nichole Photography. I love capturing moments in the lives of others. I am also working on my undergraduate degree in social work through BYU Idaho and hope to put that to good use within the school system.



Hello everyone! I am Mary Duersch and I will be serving as the Part Time representative on the GAEOP Board. I am looking forward to getting to know the part time secretaries at each of the schools....I know it sounds like an impossible task, but I welcome the challenge, because I am one of you! I have worked for Granite School District for many, many years in many different hourly positions. I love the summer time and vacations in tropical places. My favorite music is anything Beatles and I love reading children's books to my grandies!

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## Going the Extra Mile

*submitted by Karen Bowden, Senior High Representative and Amy Torres, Junior High Representative*

Each month, we are going to recognize an office professional for "Going the Extra Mile" in the work that they do. Keep your eyes open for a deserving individual. Some examples include; providing the highest quality of service, contributing to a positive work place, providing a professional quality of work, being a team player. Post cards will be sent to each location. The completed postcard should be sent to Karen Bowden at West Lake Jr. High or Amy Torres at Kearns Jr. High. If you have any questions about this new initiative, please contact Karen or Amy.





# NAEOP Conference Highlights

submitted by Teresa Himmelberger, GAEOP President

Each year, as I attend the NAEOP conference, I have the chance to meet new friends, and gain a wealth of knowledge. In July, I had the opportunity to attend the NAEOP conference in Buffalo, New York. This conference is always a great example of rejuvenation. There were 10 ladies attending from Utah. The opening session began with the flag ceremony. What a great feeling of camaraderie. I had the honor of carrying the Utah flag. We were entertained by Millie Greenough, executive coach and author of "OASIS in the Overwhelm". She introduced four simple strategies for stress reduction that are practical, easy to learn, and it took only sixty seconds. She designed this concept to help busy people, like office professionals, to be more effective and happier at work and at home.



There were so many great classes offered. I was able to attend several of them, including; *Who is on Your Office Team*, *Joy vs. Depletion*, and *Choosing Civility* to name just a few. I also had the opportunity to serve on the Advisory Council again this year. As I confessed to you last year, I have a passion for law. The Advisory Council meetings are always so intriguing to me. Individuals or associations present ideas suggesting changes they would like to see. Occasionally, debates ensue as others plead their case for or against the changes. Let's face it, change is constant.

In the Southwest Area Breakfast, with California AEOP, we were given the task to list reasons why we should continue learning in areas other than work. The list was long, here are a few good reasons:

- To keep up with our kids and grandkids
- Technology is a must ~ banking, online purchasing, government
- Relationships
- It's boring if you are not learning, plus it's rewarding!
- Hobbies (everyone should have one)
- To keep our brain/mind healthy

Teresa Himmelberger, GAEOP President, carried the Utah flag.

This activity gave us things to ponder and put into motion.

At the Installation Banquet, newly installed NAEOP President, Pat Stelmach, presented *Put Your Best Foot Forward* as the theme this year for NAEOP. Her message was right to the point; we should always strive to put our best foot forward no matter what we do in our everyday lives. Take that first step!

The NAEOP Conference will be held in St. Louis, Missouri, July 13-16, 2016. I hope you will take the time to attend just one NAEOP Conference. You won't be disappointed.



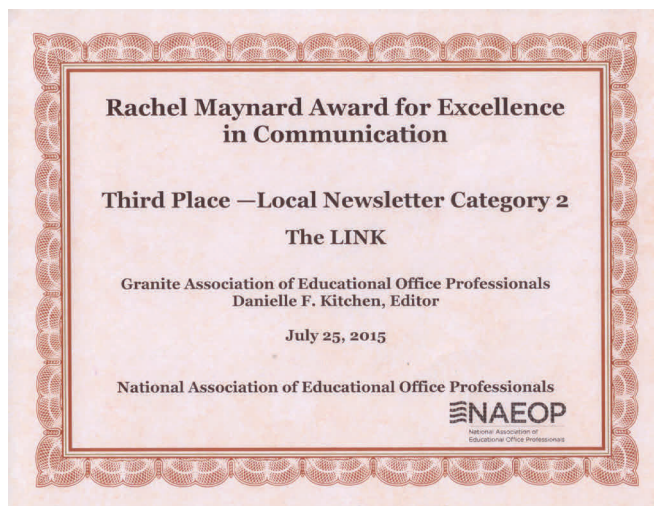
Pictured, bottom row l-r: Mary Meyers, Teresa Himmelberger; middle row l-r: Pat Thompson, Arlene Brewer, Sherry Wilson, Kari Parry; back row l-r: Karla Allen, Marlene Wilson, Annette Hancock, Paula Bosgieter.



Pictured l-r: Marlene Wilson, Pat Thompson, Mary Meyers, Sherry Wilson, Teresa Himmelberger, Kari Parry.



Teresa Himmelberger and Kari Parry at Niagara Falls





# GAEOP PDD Highlights

submitted by Teresa Himmelberger, GAEOP President

The GAEOP annual Professional Development Day was held at Olympus High on June 10, 2015. The staff at Olympus worked hard to showcase their school and what a beautiful facility it is. The GAEOP Board and PDD Committee all worked together to make this a spectacular day! It was a day filled with learning, friendship and recognitions. We held our very own "Oscars" and each deserving recipient received a small trophy to display on their desk. A BIG thanks to our Assistant Superintendents, Mike Fraser, Linda Mariotti, John Welburn and Don Adams, who willingly gave their time to help us out during lunch. Thanks to all of you that continue to show your support and willingness to learn and make yourself a more valuable office professional. We are already

planning another great Professional Development Day! Mark your calendar for June 2, 2016, and get ready to "Surf the Wave!"



Assistant Superintendents



GAEOP Board and PDD Committee



JaNan Himmer & Bev Fairclough



Human Resources



Curriculum



Olympus High School Cafeteria



## Inservice Opportunities

submitted by Carol Berlin & Diana Pennington, Inservice Committee Co-Chairs


During the summer months, the inservice committee has been working hard to schedule several different classes to offer the office professionals. The following classes will be offered during the month of October. For a list of classes that will be offered for the entire year, please contact Carol Berlin or Diana Pennington.

<b>Jr. High Work Session - Financial Secretary</b>	<b>Thursday, October 8</b>	<b>9:00 - 10:30 am</b>	<b>Aud B</b>
<b>Jr. High Work Session - Registrars</b>	<b>Tuesday, October 13</b>	<b>9:00 - 10:30 am</b>	<b>Aud B</b>
<b>Preparing for an Audit</b>	<b>Wednesday, October 21</b>	<b>9:00 - 11:00 am</b>	<b>Aud A</b>
	<b>Monday, October 26</b>	<b>1:00 - 3:00 pm</b>	<b>Aud A</b>
<b>Customer Service</b>	<b>Friday, October 30</b>	<b>9:00 - 11:00 am</b>	<b>Aud B &amp; C</b>
	<b>Friday, October 30</b>	<b>1:00 - 3:00 pm</b>	<b>Aud B &amp; C</b>

## The Well Rounded Educational Office Professional

submitted by Debbie Geib, Executive Director, NAEOP

NAEOP is proud to announce that beginning in September, 2015, we will offer webinars for members and nonmembers to help them get educational credits and/or in-service points toward their Professional Standards Program certification. The tentative schedule for the webinars are as follows:

	<ul style="list-style-type: none"> <li>• September 24, 2015</li> <li>• October 22, 2015</li> <li>• November 12, 2015</li> <li>• February 18, 2016</li> <li>• March 17, 2016</li> <li>• May 12, 2016</li> </ul>	<ul style="list-style-type: none"> <li>The Professional Standards Program In-Depth</li> <li>Dealing with Difficult People</li> <li>Effective Time Management</li> <li>Enhancing Your Leadership Skills</li> <li>Social Media in the Educational Setting</li> <li>Confidentiality, Freedom of Information and Other Rules/Regulations</li> </ul>
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Webinars will be offered at either 12 noon to 1:00 pm Eastern Standard Time or 2:00 to 3:00 pm Eastern Standard Time with the participant choosing which time will work best for them. All webinars will be recorded and those links will be made available to participants two days after the live presentation via YouTube video. If you are unable to participate in the live presentation you will be able to link to the presentation via YouTube two days following the live presentation. Cost will be \$125 for members for the series of six (6) classes. Nonmembers will pay \$175 for the series of six (6) classes. Full registration will entitle the participant to six (6) one hour webinars, handouts where applicable, links to webinars after two days of live presentation and PSP credit. Participants will receive six (6) hours of Professional Standards Program Educational Credits for successfully completing the series and will receive a certificate upon completion of the courses.

In the case of a cancellation of a course on the above mentioned date or a change of date for the webinar, an email will be sent directly to participants as soon as possible. Webinars will be offered with a minimum of twenty participants per session. Each session will be presented at least one time during the date shown unless otherwise notified. Registration is available online at [www.naeop.org](http://www.naeop.org) under the events tab.

### Dates & Deadlines:

September 1, 2015	GSD Board Meeting - 7:00 pm
September 2, 2015	GAEOP Board Meeting - 4:15 pm
September 7, 2015	Labor Day Recess
September 15, 2015	PSP Filing Date
September 20, 2015	LINK, October Issue Articles Due
September 24, 2015	GAEOP Advisory Meeting - 9:30 am
September 28 & 29, 2015	Elementary SEP Conferences
September 29 & 30, 2015	Senior High PT Conferences
Sept 30 & Oct 1, 2015	Junior High PT Conferences
October 2, 2015	Comp Day for PT/SEP Conferences
March 11-12, 2016	UAEOP Annual Conference, Salt Lake City
June 2, 2016	GAEOP Professional Development Day, Location TBA
July 13-16, 2016	NAEOP 82 <sup>nd</sup> Annual Conference & Institute, St. Louis, Missouri



# Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



- |  |   |   |
|--|---|---|
| <b>Kelly Fowler - August 2</b><br><i>CTE/GTI</i>                     | <b>Shirley Ayrton - August 27</b><br><i>Curriculum</i>                      |   |
| <b>Nancy Carter - August 3</b><br><i>Special Ed</i>                  | <b>Jana Varney - August 27</b><br><i>Taylorville High</i>                   |   |
| <b>Minnie Lowe - August 3</b><br><i>CTE</i>                          | <b>Caryn Martin - August 28</b><br><i>Purchasing</i>                        | <b>Tiffany Vandertooleen - September 14</b><br><i>Food Services</i>         |
| <b>Vanessa Park - August 3</b><br><i>Accounting</i>                  | <b>Nichole Startup - August 29</b><br><i>Oquirrh Hills Elementary</i>       | <b>Pam Hopper - September 15</b><br><i>Valley Jr. High</i>                  |
| <b>Alberta Hertel - August 5</b><br><i>Sandburg Elementary</i>       | <b>Gay Lynn Osness - August 30</b><br><i>Bennion Jr. High</i>               | <b>Sheyla Holt - September 17</b><br><i>West Valley Elementary</i>          |
| <b>Nina Lemon - August 5</b><br><i>Taylorville High</i>              | <b>Marguerita Davila-Telck - September 1</b><br><i>Matheson Jr. High</i>    | <b>Catherine Middlemiss - September 18</b><br><i>YESS/ARTEC</i>             |
| <b>Kris Lemon - August 6</b><br><i>Brockbank Jr. High</i>            | <b>Jean Gorringer - September 2</b><br><i>Granite Peaks Learning Center</i> | <b>Deb Despain - September 19</b><br><i>Churchill Jr. High</i>              |
| <b>Maren Erickson - August 8</b><br><i>Bonneville Jr. High</i>       | <b>Judy Brooks - September 3</b><br><i>Granite Peaks Learning Center</i>    | <b>Heidi Brooks - September 20</b><br><i>Accounting</i>                     |
| <b>Jolene Nelson - August 9</b><br><i>Cyprus High</i>                | <b>Kathleen Cartwright - September 3</b><br><i>Westbrook Elementary</i>     | <b>Milena Pehar - September 21</b><br><i>Lincoln Elementary</i>             |
| <b>Karen Phillips - August 12</b><br><i>Human Resources</i>          | <b>Toni Ipson - September 5</b><br><i>Western Hills Elementary</i>          | <b>Tracy Atkin - September 22</b><br><i>Boundaries</i>                      |
| <b>Kris Ard - August 13</b><br><i>Community Education</i>            | <b>Tina Madsen - September 5</b><br><i>Valley Jr. High</i>                  | <b>Kathy Withers - September 22</b><br><i>Taylorville High</i>              |
| <b>Carina Anderson - August 16</b><br><i>Information Systems</i>     | <b>Stephanie Matsamas - September 5</b><br><i>Sandburg Elementary</i>       | <b>Helene Byington - September 24</b><br><i>YESS</i>                        |
| <b>Tresa Brown - August 16</b><br><i>Kearns Jr. High</i>             | <b>Erin Wright - September 6</b><br><i>Student Assessment</i>               | <b>Trinidee Marchant - September 24</b><br><i>Granite Peaks</i>             |
| <b>Susan Law - August 17</b><br><i>Elk Run Elementary</i>            | <b>Stephanie Rees - September 10</b><br><i>Diamond Ridge Elementary</i>     | <b>Jessica Lokeni - September 25</b><br><i>Granger High</i>                 |
| <b>Leesa Rij - August 17</b><br><i>Moss Elementary</i>               | <b>Jill Sandberg - September 11</b><br><i>Student Assessment</i>            | <b>Rachael Morton - September 26</b><br><i>Olympus High</i>                 |
| <b>Oliana Pulou - August 23</b><br><i>Academy Park Elementary</i>    | <b>Laura Purrington - September 13</b><br><i>Kearns High</i>                | <b>Karin Allen - September 27</b><br><i>Eastwood Elementary</i>             |
| <b>Jolene Ellertson - August 24</b><br><i>Educational Technology</i> | <b>Katie Tibbitts - September 13</b><br><i>Jones Center</i>                 | <b>Michelle Jensen - September 28</b><br><i>Spring Lane Elementary</i>      |
| <b>Debra Larsen - August 24</b><br><i>Oakwood Elementary</i>         | <b>Melinda Berg - September 14</b><br><i>Kearns High</i>                    | <b>Tina Nielsen - September 28</b><br><i>Woodstock Elementary</i>           |
| <b>Sharlene Mageras - August 24</b><br><i>Lake Ridge Elementary</i>  | <b>Leasa Foust - September 14</b><br><i>Hunter High</i>                     | <b>JoAnn Monroe - September 30</b><br><i>School Accountability Services</i> |
| <b>Tamara Fox - August 25</b><br><i>Twin Peaks Elementary</i>        | <b>Bonese Snarr - September 14</b><br><i>Wasatch Jr. High</i>               |   |



A birthday is the first day of another  
365 day journey around the sun.  
Enjoy the trip!

## Is Your Name on the List?

The following is a list of current GAEOP members. If your name is on the list, thank you for being a member of GAEOP. If you think it should be or you want it to be, please contact us, we'd love to have you join us.



Lorna Allen	Juliene Christensen	Jodi Halauaea	Christine Margetts	Kathy Roos
Debbie Allen	Jamie Christensen	Jaquelin Hale	Debra Martin	Shauna Ross
Karin Allen	Sharon Clark	Julianne Hamblin	Caryn Martin	Jill Sandberg
Lezlie Anderson	Shawna Cluff	Deanne Hampson	Julie Martinez	Julie Sandoval
Christy Anderson	Wendy Cochran	Shannon Hardy	Stephanie Matsamas	Tanya Sargent
Carina Anderson	Julie Cowley	Brenda Harris	Lynette Mayhew	Mindy Scherzinger
Janet Arakaki-Moulton	LaVerne Crocker	Karen Harrison	Cindy McCleve	Kennie Schlappi
Kris Ard	Sandi Crosby	Haws Heckenliable	Tennille McCleve-Mendez	LuAnn Schroeder
Kathy Arishita	Sarah Crossland	Leanne Helbling	Stefanie Meier	Susan Seals
Norma Asplund	Sandy Cummings	Gloria Hernandez	Diane Metzler	Carol Seastrand
Ann Astin	Brenda Dahle	Alberta Hertel	Mary Meyers	Bonnie Seastrand
Tracy Atkin	Marguerita Davila-Telck	Teresa Himmelberger	Catherine Middlemiss	Julie Shorts
Laurie Atkins	Michelle Dean-Jackman	Janan Himmer	Diana Miller	JoAnn Monroe
Wendy Atkinson	Kathy Delli	Sheyla Holt	Marcinda Mohr	Rachael Morton
Laura Atkinson	Deb Despain	Katrina Holt	JoAnn Monroe	Jolene Nelson
Julena Averett	Dawnette Dial	Pamela Hopper	Rachael Morton	Christine Nelson
Shirley Ayrtton	Holly Dimond	Mary Home	Jolene Nelson	Kim Nickerson
Kathy Bailey	Kim Dixon	Teresa Hughes	Christine Nelson	Carol Niebuhr
Heather Bankhead	Jami Donio	Colleen Hughes	Kim Nickerson	Tina Nielsen
Kristina Barr	Sherri Duckworth	Barbara Hunter	Carol Niebuhr	Heather Noorda
Samantha Basham	Mary Duersch	Toni Ipson	Tina Nielsen	Debbie Okelberry
Celeste Bauer	Debra Dutson	Jenny Jackson	Heather Noorda	GayLynn Osness
Ashley Beesley	Michelle Eastman	Deann Jensen	Debbie Okelberry	Michelle Ostmark
Melinda Berg	Claudia Edvalson	Nancy Jensen	GayLynn Osness	Carla Park
Carol Berlin	Rose Elkins	Michelle Jensen	Michelle Ostmark	Vanessa Park
Dawn Binyon	Karen Elkins	Kristy Johnson	Carla Park	Kari Parry
Cathy Bird	JoLene Ellertson	Dianne Johnson	Vanessa Park	Debbie Paul
JeriLynn Bliss	Maren Erickson	Corinne Jones	Kari Parry	Tammy Pearce
Camille Bolman	Teresa Evans	Jennifer Justesen	Debbie Paul	Jamey Pease
Karen Bowden	Beverly Fairclough	Teresa Kehl	Tammy Pearce	Jacki Peercy
Heidi Bowles	Lindsay Fidler	Danielle Kitchen	Jamey Pease	Milena Pehar
Cheryl Boynton	Kristen Fors	Sabrena Koehler	Jacki Peercy	Diana Pennington
Jane Bracken	Arlene Fors	Betty Kresser	Milena Pehar	Angie Pester
Cherilyn Bramall	Michelle Foster	Susan Law	Diana Pennington	Elizabeth Peterson
Gayna Breeze	Leasa Foust	Diana Lawrence	Angie Pester	Andrea Petty
Sally Breinholt	Diane Fowler	Nina Lemon	Elizabeth Peterson	Karen Phillips
Cristine Brimley	Kelly Fowler	Kristine Lemon	Andrea Petty	Jo Potter
Judy Brooks	Tamara Fox	Chantel Lichtenfels	Karen Phillips	Audrey Price
Heidi Brooks	Lyndsay Fraser	Linda Liebmann	Jo Potter	Traci Pritchett
Tresa Brown	Amy Fromm	Jessica Lokeni	Audrey Price	Oliana Pulou
Tawni Brown	Barbara Garrett	Barbara Longmore	Traci Pritchett	Lave Purcell
Stacy Bushell	Joni Garrett	Lara Lorton	Oliana Pulou	Laura Purrrington
Helene Byington	Leslie George	Donna Love	Lave Purcell	Linda Quinn
Lesa Campbell	Marilee Gibbs-Evans	Dena Loveless	Laura Purrrington	Dora Ramirez
Jesie Canning	Kim Gilbert	Minnie Lowe	Linda Quinn	Michelle Raymond
Marcia Cannon	Virginia Glaittli	Colleen Lynch	Dora Ramirez	Stephanie Rees
Kris Carlson	Judy Godoy	Stephanie Maarse	Michelle Raymond	Cleo Reid
LaRene Carlson	Stormy Goeckeritz	Tina Madsen	Stephanie Rees	Sandra Riches
Alyssa Carraway	Kathy Goodfellow	Sharlene Mageras	Cleo Reid	Teri Richman
Nancy Carter	Julie Goodrich	Phyllis Mangum	Sandra Riches	Leesa Rij
Kathleen Cartwright	Jean Gorringe	Trinidee Marchant	Teri Richman	Diane Roberts
Virginia Cervantes	Cathy Gray		Leesa Rij	
Sharon Chaus	Carmen Guevara		Diane Roberts	
				Doreen Yates



*Our thoughts are with those that 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.*

## Join GAEOP ~ The Benefits of Membership

submitted by Traci Pritchett, GAEOP Membership

GAEOP is a voice for secretaries within the district. **WITHOUT MEMBERSHIP- THERE IS NO ASSOCIATION.** Without GAEOP, secretaries would be included with the classified association and we would lose professional development opportunities that are specific to office professionals. Additional benefits are:

- Secretary Advisory Committee - this committee meets each month to discuss issues of mutual concern to the district and the secretaries.
- Meet & Confer - each year the President meets with the administration for the Meet and Confer process. She brings issues such as: training, salary and benefits to the table, as well as other concerns to the attention of those who can affect change.
- Professional Development - quarterly trainings and inservices are scheduled specifically with secretaries in mind. When you attend these, you will learn new skills to help you in your work and you can earn your PSP/GCPS certificate. That equals more money in your pocket.
- Monthly Newsletter - The Link
- Networking Opportunities - creating support systems and friendships with other secretaries.
- Gifts - we remember you on your birthday and during Office Professionals week with a small gift.
- Social Activities - several fun and enjoyable activities are planned for you throughout the year.



Renewing or joining is easy! Say yes to payroll deduction and a one-time charge of \$15 will be taken from the September 15<sup>th</sup> or 30<sup>th</sup> paycheck. Payroll deduction simplifies the process and gives an accurate record. Checks are accepted.

**THE MORE MEMBERS- THE BIGGER OUR VOICE!** To sign up, renew, or find out more about membership, email Traci Pritchett [tpritchett@graniteschools.org](mailto:tpritchett@graniteschools.org)



## What is GCPS?

submitted by Traci Pritchett, GAEOP Membership



Granite Certified Professional Standards program (GCPS) is a program to encourage professional growth through education. Secretaries who obtain a [professional certificate](#) through (GCPS) will be paid an extra amount each year in recognition of their achievement in obtaining the certificate. Rules and procedures for obtaining a GCPS certificate are established by Granite School District.

You can achieve any of the levels of GCPS through education or job enhancement training. The certificates begin with the Entry Level Certificate followed by the Intermediate Level Certificate; Professional Level I Certificate, Professional Level II Certificate, Professional Level III/Granite Certified Office Professional Certificate (GCOP).

Payment for certificates for contract secretaries will be made monthly in addition to regular salary. Payments for GCPS certificates for non-contract secretaries (who work at least 20 hours per week) will be made once a year in April. The dollar amount will be prorated based on the number of hours worked. Payments will begin when official documentation of the certificate is received by the Human Resources office from the secretary, or the effective date of the certificate, whichever is later. Documentation must include a copy of the certificate. The amount of extra payment is anywhere from \$600/year up to \$905.00/year and will depend on the level of certification achieved.

Congratulations to the following office professionals who recently completed their paperwork to receive their certificate.

Marcinda Mohr, District Office, Bachelor's  
Cheryl Boynton, West Lake Jr. High, Entry



## Tips & Tricks

submitted by Carol Berlin, Executive Board Member

**"If it weren't for the last minute, nothing would get done." ~ Rita Mae Brown**

I am a procrastinator. Some of you who know me might not believe this to be true (but then again, most likely you have seen through my ruse), but it is true. I recognized this failing of mine a long time ago and have tried (and continue to try) to find ways to keep myself from 'putting off today what I can do tomorrow'.

Deadlines – I *LOVE* deadlines. They keep me efficient. When I don't have a deadline, I give myself one. If I have a project or assignment that needs to be done, but the time frame is vague, I always decide when my deadline will be. I have found that if I don't have a deadline, I don't get the work done.

Filing – I *HATE* to file. That is a bit harsh, I guess what I really mean is – I used to hate to file. I don't mind filing now; but it is because I file paperwork as soon as it hits my desk (if possible). When there is a stack of papers to file, YIKES! It's like the mail at home, handle it all at once. Open it and file it.

Truthfully, I do still put some things off until another day. But it is a choice I make. There are times when I just don't feel like typing up minutes from a meeting the same day the meeting occurred. But I set a deadline and they still get done within an acceptable timeframe. And occasionally I do have papers that need to be filed on my desk longer than they should be there. Sometimes there really isn't enough time in the day to get everything done. I have found, however, that when I'm on top of my filing and I've met my deadlines, I have less stress and can handle the unplanned for and sometimes huge projects that come up unexpectedly.



## Cowboy Caviar

Submitted by Kari Parry, Vice President

Cowboy Caviar starts with a spicy base of black-eyed peas, tomatoes, corn, and avocado. Scoop it up with tortilla chips for an appetizer, or add cabbage and it becomes a coleslaw.

**Yield:** Makes 10 to 12 appetizer or 6 salad servings

### Ingredients

- 2 tablespoons red wine vinegar
- 1 1/2 to 2 teaspoons hot sauce
- 1 1/2 teaspoons salad oil
- 1 clove garlic, minced
- 1/8 teaspoon pepper
- 1 firm-ripe avocado (about 10 oz.)
- 1 can (15 oz.) black-eyed peas
- 1 can (11 oz.) corn kernels
- 2/3 cup thinly sliced green onions
- 2/3 cup chopped fresh cilantro
- 1/2 pound Roma tomatoes, coarsely chopped
- Salt
- 1 bag (6 oz.) tortilla chips or 2 cups finely shredded cabbage



### Preparation

1. In a large bowl, mix vinegar, hot sauce, oil, garlic, and pepper. Peel, pit, and cut avocado into 1/2-inch cubes. Add to vinegar mixture and mix gently to coat.

2. Drain and rinse peas and corn. Add peas, corn, onions, cilantro, and tomatoes to avocado; mix gently to coat. Add salt to taste. Serve pea mixture with chips as an appetizer, or add cabbage and mix to make a salad.

## September is...

### Suicide Prevention Month



According to the World Health Organization, nearly 3000 people on average commit suicide daily. Suicide rates are at an all time high for Veterans. In addition, for every person who commits suicide, 20 or more others attempt to end their lives. When it comes to suicide prevention, EveryDay Matters.

About one million people die by suicide each year. World Suicide Prevention Day, which first started in 2003, is recognized annually on September 10th. World Suicide Prevention Day aims to:

- Raise awareness that suicide is preventable
- Improve education about suicide
- Spread information about suicide awareness
- Decrease stigmatization regarding suicide

To find out more information about suicide prevention visit [www.hope4utah.com](http://www.hope4utah.com).



“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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We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 20<sup>th</sup> of each month.

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## 2015-2016 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Donnette McNeill-Waters - Human Resources
- Verneita Hunt - Human Resources
- Gail Howe - School Accountability Services
- Emme Liddell - Taylorsville High School
- Doug Wagstaff - Hunter Jr. High School
- Tina West - Rosecrest Elementary School
- Teresa Himmelberger - Payroll Office
- Kari Parry - Taylorsville High School
- Karen Bowden - West Lake Jr. High School
- Darla Williams - Hunter Elementary School
- Leanne Helbling - Crestview Elementary School
- Diana Pennington - Communications
- Carol Berlin - Teaching & Learning Services

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