

THE Link

December 2017

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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Teresa's Tidbits

GAEOP President's Message, by Teresa Himmelberger



It's the time of year when everyone is bustling about trying to find the perfect gift or food to prepare the perfect meal. For many it is the time for giving. You, your family and friends may work together to give to your favorite charity or organization. Some may help feed the homeless. Others may pick up the phone to talk to a friend in need, or a family member that just needs a voice to listen. We can offer many ways to help, not just during this time but throughout the year. Help a coworker who may need some assistance with their workload, or do an extra project for your administrator. Doing for others can bring love, joy and friendship.

I want to thank each of our office professionals in Granite District. You have been so generous over the years in helping so many.

There are so many wonderful songs about Christmastime, it is hard to choose just one favorite, but the one that is close to my heart is "My Grown up Christmas List." If you listen closely to the words, the meaning is so relevant in the times we live in now.

<https://youtu.be/tyKfPUs3Tjo>

Soon you will begin hearing about the scholarships which GAEOP sponsors. Our student scholarship application is already being distributed to the high schools. This \$500.00 scholarship will help a student who is continuing their education in a business or office related field, preferably in education. The other two are for GAEOP members. The Fullmer Scholarship is \$250.00 and the NAEOP Conference Scholarship is valued up to \$750.00. All of these applications and criteria can be found on our website, gaeop.weebly.com, under the tab marked "Scholarships and Awards."

Gayna Breeze is the scholarship chairperson. If you have any questions, please feel free to contact her at gbreeze@graniteschools.org.

GAEOP membership is important so we can keep our lines of communication open with Administration. A manual was compiled to help

administrators and secretaries work together to help the school run smoothly. Through the process we were able to enlist the help of Administration, the GAEOP Executive Board and members of the Advisory Committee. This and other needs are being constantly talked about and worked on. We appreciate your continued support of GAEOP and will always strive to move forward in our mission.

Did you know that GAEOP has approved classes from Lynda.com to count towards your GCOP/PSP certification? Check out the Tips and Tricks on page 4 for more information about Lynda.com and a list of classes accepted for credit.

Wishing you a very Happy Holiday Season with all the joy it brings.

Just remember on your next terrible day - there is someone out in this world that would give up what they have for your bad day - see your perspective in life and circumstance through the eyes of others before judging, as it may not be that bad.

~Author Unknown

*Teresa Himmelberger, CEOE
GAEOP President*

"Find the Superhero in YOU"





District Office Secretaries

submitted by Colleen Hughes, GAEOP Treasurer

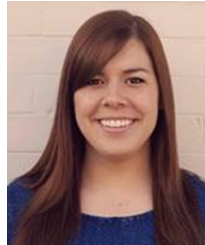
Christine Nelson, Curriculum & Instruction



Christine Nelson has worked for the school district for four years and has loved every minute of it! She and her husband just celebrated their 20th Anniversary. They have four children, two girls and two boys. She is a graduate of Granger High School and Snow College and served a mission in Hong Kong where she learned Cantonese. She loves spending time with her family,

going to movie marathons or binge watching a good show on Netflix, playing games, going to dinner with her girlfriends and running around like a crazy woman with church responsibilities and supporting her children in dance, basketball and soccer. Christine has a contagious laugh and a smile for everyone, loves to take on a challenge, and her coworkers appreciate her ability to take their crazy ideas and help make them happen.

Gwen Coulson, Curriculum & Instruction



Gwen Coulson is about to reach her year mark working for Granite School District. She works as a coordinator secretary for Fine Arts, Professional Development, ELA, and Early Childhood Development in the Curriculum & Instruction Department. Gwen is originally from Washington and grew up in a fun loving family. She likes to take weekend trips, play volleyball, sing, quote movies and

share embarrassing moments from her life. Her latest embarrassing moment was being "out dressed" as Snow White on Halloween by a man at work. Gwen graduated from BYU in 2012, served an LDS Mission to Russia, and moved back to Salt Lake City in 2014. She enjoys working with all of the wonderful secretaries in Curriculum & Instruction.



Inservice Opportunities

submitted by Darla Williams, Inservice Committee Chair

The following inservice classes will be offered during the next few months. More information about these classes, including how to sign up, will be sent via email. We hope you enjoy these trainings we offer. Participation has been great. If you have questions or suggestions for future classes, please contact Darla Williams (djwilliams@graniteschools.org.)

Excel Part 3 Training	Tuesday, December 12	9:00 – 11:00 am	C-121, GEC
Excel Part 3 Training	Tuesday, December 12	1:00 – 3:00 pm	C-121, GEC
Working with Cultures & Ethnicities	Wednesday, January 25	9:00 – 11:00 am	Auditorium A, GEC
Working with Cultures & Ethnicities	Wednesday, January 25	1:00 – 3:00 pm	Auditorium A, GEC
Planner, Mail, Task, Etc.	Monday, February 5	9:00 – 11:00 am	C-121, GEC
Planner, Mail, Task, Etc.	Monday, February 5	1:00 – 3:00 pm	C-121, GEC



December "Going the Extra Mile" Recipient

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

Sam Basham, Granite Park Jr. High

We are pleased to recognize Sam Basham as this month's Going the Extra Mile Award winner. Here are some of the comments from her nomination.



"In addition to being the amazing glue that holds our school together at all other times, Sam has been an integral part in planning a community event at our school to honor veterans. Going 'the extra mile,' Sam researched the lives of 22 alumni veterans and helped contact their families, inviting them to our assembly in their honor. She did so even on her personal time at home. This is one of many examples I could share about her that exemplifies the passion she has for her work, her professionalism, and her desire to make our community at Granite Park a better place."

~Aaron Wilson

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 Stacy Bushell at Cottonwood High School.



Dates & Deadlines:

December 5, 2017	GSD Board Meeting - 7 pm
December 12, 2017	Excel Part 3 Training - 9 am & 1 pm
December 22-January 1	Winter Recess
January 9, 2018	GSD Board Meeting - 7 pm
January 15, 2018	PSP Filing Deadline (NAEOP)
January 15, 2018	Dr. Martin Luther King, Jr. Day Schools and DO Closed
January 20, 2018	Conference Scholarship Applications Due to GAEOP
March 10, 2018	UAEOP Annual Conference, Salt Lake City
May 31, 2018	GAEOP Professional Development Day location TBD
July 16-20, 2018	NAEOP Annual Conference, Bloomington, MN



Kudos Corner

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

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

Lani Anderson	<i>Olympus Jr. High</i>
Lezlie Anderson	<i>Armstrong Academy</i>
Laurie Atkins	<i>Kearns High</i>
Sheyla Holt	<i>West Valley Elementary</i>
Pam Hopper	<i>Valley Jr. High</i>
Madison Howell	<i>Cottonwood High</i>
Jessica Ibarra	<i>Cottonwood High</i>
Deann Jensen	<i>Bennion Jr. High</i>
Stephanie Matsamas	<i>Sandburg Elementary</i>
Olie Pulou	<i>Academy Park Elementary</i>
Jill Rasmussen	<i>Lakeridge Elementary</i>
Cleo Reid	<i>Robert Frost Elementary</i>
Doreen Yates	<i>Skyline High</i>

Tips & Tricks

submitted by Danielle Kitchen, Executive Representative

Did you know that with your Salt Lake County library card you have access to an online learning resource called lynda.com? What is lynda.com? According to Wikipedia, lynda.com is American online education company offering thousands of video courses in software, creative, and business skills. Founded in 1995, the company produces video tutorials taught by industry experts. Members have unlimited access to watch the videos, which are primarily educational. And this is free to you with your library card.

To access lynda.com, visit the Salt Lake County Library site (www.slcolibrary.org). Click on "Research Room", when that page loads, click on "Learning", which can be found on the left. A new page will load with several options, one of which is lynda.com...click on that. You will need your library card number and library card PIN to sign on.

Once you are logged in, you can search for the skills or software you want to learn. According to an article by Connie Malamed, some of the best features of Lynda.com are:

1. The courses are organized into many short segments. Even though many courses are several hours long, they are organized into very short lesson segments. A particular lesson might only last five minutes. That means you can use the courses to quickly learn one procedure. And you can use the courses for comprehensive training. I often go there just to get the answer to one problem.
2. The courses are instructionally sound. The courses incorporate high-quality instructional strategies. They progress in a systematic fashion, use realistic examples, are organized logically, and assume the intelligence of the audience. I have rarely come across a course that I thought was sub-par. But it did happen once or twice. Note that the courses are not interactive. They consist of short video tutorials.
3. The selection is broad. As of 2014, lynda.com is offering 3,145 courses on these subjects: 3-D, animation, audio, business, design, developer, home computing photography, video and web/interactive. The tutorials include presentation tools and eLearning applications, graphic design software, social media tools, video and audio editing packages, web design and development, iPhone apps, business applications (Office, Google docs), content management systems and many other categories.
4. The instructors are knowledgeable. Most of the instructors appear to know their topics well. They teach in an informal and casual style and give you the sense that they can help you become competent in whatever you're trying to learn.
5. The courses work on a variety of devices. The Lynda.com courses work on the PC, Mac and a variety of mobile devices.

You can earn credit toward your Granite Certified Office Professional (GCOP) certificate with these Lynda.com classes :

- | | | |
|-------------|-------------------|-----------------------------|
| ~Office 365 | ~Note Taking | ~Business Etiquette |
| ~Excel | ~Managing Up | ~Time Management |
| ~Word | ~PowerPoint | ~Overcoming Procrastination |
| ~Planner | ~Google Sheets | ~Handling Workplace Change |
| ~PDF | ~Writing a Resume | ~Mastering Common Interview |
| ~Yammer | ~Web Conferencing | Questions |

Tried & True Recipe

Submitted by Darla Williams, GAEOP Historian

Penguin Appetizers

I have made these cute little penguins a few times to take to parties. They are always a big hit, and they are so easy! Put them on a bed of crushed iced in a bowl and they will steal the show.



- 18 jumbo ripe olives
- 1 package (8 oz.) cream cheese
- 1 carrot cut into 1 inch diameter
- 18 small ripe olives
- 18 frilled toothpicks

Cut a slit in each of the jumbo olives from top to bottom on one side only. Insert about 1 teaspoon cream cheese into olive to fill cavity.

Cut a small notch out of each carrot slice to form the feet. Press the cutout notch piece into the center of the small olive to form the beak (I pierce the olive with a small knife to make a little hole).

Using a frilled toothpick, stack the small olive (head), stuffed jumbo olive (body), and carrot slice (feet), adjusting so that the beak, cream cheese breast, and notch in carrot slice line up. (penguins will stand better if olives are stacked with the larger hole facing down).

You can use regular toothpicks instead of frilled. Then just attach a small piece of pimento on the top of the small olive for a stocking cap.

JINGLE BELLS
 chestnuts roasting
 white christmas
 HOHOHOHO
 HANG YOUR STOCKINGS
 O HOLY NIGHT
 TWINKLING LIGHTS
 TRIM THE TREE
 SILENT NIGHT
 JOY TO THE WORLD

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



Debbie Paul - December 1

Taylorsville High

Sharon Chaus - December 3

Hunter High

Jenny Jackson - December 3

Eisenhower Jr. High

Tawni Brown - December 11

Valley Crest Elementary

Kristal King - December 13

Jefferson Jr. High

Linda Thompson - December 13

Wasatch Jr. High

Kristina Barr - December 14

Bonneville Jr. High

Norma Asplund - December 13

Jones Center

Amy Fromm - December 17

Human Resources

Heather Bankhead - December 18

Hunter Jr. High

Tammy Pearce - December 18

Taylorsville High

Cindy Venz - December 19

Transportation

Chantel Lichtenfels - December 20

Prevention & Student Placement

Cleo Reid - December 20

Frost Elementary

Melissa Maughan - December 22

Cottonwood High

Carol Niebuhr - December 24

YESS

Susan Seals - December 25

Twin Peaks Elementary

Stacy Bushell - December 26

Cottonwood High

Christine Nelson - December 28

Curriculum & Instruction

Janan Himmer - December 29

Monroe Elementary

Cindy Huff - December 29

Cyprus High

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



If you know of someone who has lost a loved one or is ill, please contact Lesa Campbell or Teresa Himmelberger.



25th Annual UAEOP Conference

Learn • Connect • Grow

Saturday, March 10, 2018

**Granite Education Center
2500 S State Street, Salt Lake City, Utah**

Register online at

[www.2018uaeopconference.
eventbrite.com](http://www.2018uaeopconference.eventbrite.com)

**Once you register,
you will have the option to
pay online or by invoice**

GAEOP Scholarships

submitted by Gayna Breeze, Scholarship Committee Chair

The NAEOP Conference Member Scholarship is designed to assist members of the Granite Association of Education Office Professionals who are pursuing a Professional Standards program (PSP) Certificate or Granite Certified Office Professional (GCOP) through continuing education.

GAEOP offers an opportunity for an individual to further their knowledge, networking and professional development credit for attending a NAEOP Conference. The NAEOP Annual Conference is July 16-20, 2018 in Bloomington, MN. The scholarship will pay for Registration/Airfare up to \$750.00. An application for this scholarship must be completed on the appropriate form provided by GAEOP marked NAEOP Conference Member Scholarship.

Applications must be sent to Gayna Breeze, GAEOP Scholarship Chair, GSD Planning and Boundaries office gbreeze@graniteschools.org and received by **4:00 p.m. on Friday, January 19th, 2018.**

Information about all GAEOP scholarships can be found at gaeop.weebly.com, under the scholarships tab.

More information about the NAEOP Annual Conference can be found at www.naeop.org, under the events tab.

84th NAEOP Annual Conference



July 16-20, 2018

Institute: July 16-17, 2018

Annual Conference: July 17-20, 2018

DoubleTree by Hilton
Bloomington Minneapolis South
7800 Normandale Blvd.
Minneapolis, MN
(952) 835-7800

Lodging Rate:
\$135 (single/double)
\$145 (triple)
\$155 (quad)

- Complimentary shuttle from airport to hotel
- Complimentary shuttle to Mall of America
- Complimentary self-parking

Opening Session Featured Speaker:
Wednesday, July 18, 2018

Paul Wesselmann is an educator, writer, and founder of UnleashRipples, an experiential learning organization with over 30,000 members. After earning degrees in psychology and higher education, Paul worked on several college campuses and in the non-profit sector, helping students and staff bring their best selves to work and life. He now specializes in sharing useful strategies to help those who work in the helping professions extend their capacity for excellence without burning out. You can get to know him better at UnleashRipples.com and @RipplesGuy on most social media platforms.



- Paul's keynote will focus on NAEOP participants and around three objectives:
1. **ENERGIZE:** To leverage participant's enthusiasm and inspire them to embrace the potential of the conference with active networking and full participation in sessions, etc.
 2. **EDUCATE:** To provide tangible information that will help participants return to work with specific ideas and strategies to implement.
 3. **ENGAGE:** To give participants a couple brief opportunities to meet a few folks around them and process ideas that have been explored.

We hope you're making plans to attend the 84th NAEOP Annual Conference in Minnesota. Institute Sessions will be held on Monday and Tuesday, July 16-17 and briefings will be held on Tuesday—Thursday, July 17-19. The First Timer's Reception will be held Monday evening, July 16. Exhibits will be open on Tuesday - Thursday, July 17-19, with the prize winners being announced following the 2nd General Session on Thursday, July 19. Our annual awards banquet will be held Wednesday evening, July 18. Closing out our conference will be the Installation Banquet on Friday evening, July 20. We look forward to seeing you in 2018.

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



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NAEOP Conference Scholarship

Please complete the form below and return to Gayna Breeze, gbreeze@graniteschools.org, Scholarship and Awards Chair. Complete conference information can be found at www.naeop.org.

Name: _____ Email: _____

Work Phone Number: _____ Cell Phone Number: _____

Work Location: _____ Position: _____

Are you a current member of GAEOP? Yes No How Long? _____

Are you currently a member of NAEOP? Yes No How Long? _____

Do you currently hold a GCOP (Granite) or PSP (NAEOP) certification? Yes No

If you marked "Yes," please list your current level of certification: _____
(proof required)

If you marked "No," are you currently working towards a certification: Yes No
Current Hours Accumulated: _____

Briefly explain why you want to attend the NAEOP conference and what goal you want to achieve should you be selected for this award (use separate sheet off paper if necessary):

Next Article
Deadline:
December
19th

"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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2017-2018 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Jon Adams - School Accountability

Marijean Woolf - Talent Development

Mark Ellermeier - Eisenhower Jr. High School

Teresa Himmelberger - GAEOP President; Payroll Office

Amy Torres - GAEOP Vice President, Kearns Jr. High School

Lesia Campbell - GAEOP Secretary, Carpenter Shop

Gayna Breeze - GAEOP Administrative Representative, Planning & Boundaries

Leesa Rij - GAEOP Membership Chair, Moss Elementary

Julianne Hamblin - Elementary West Representative, Fox Hills Elementary

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