



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



Have you recently spent time in stores and heard the holiday music playing? Admittedly, my daughter and I have, and found ourselves humming/singing along. I don't know about you, but music soothes my soul, which was very helpful during a chaotic morning on Black Friday.

Have you listened to the melody of a song? Ever thought about why the melody of certain songs hits you while others don't seem to interest you at all? Have you ever had goosebumps when listening to melodies?

The brain connects music with events from our past. The so-called episodic memory creates a connection between certain sounds and stored memories. The brain is in this moment purely emotionally oriented and connects different feelings with certain sounds. So this explains why holiday music can bring me to tears. *Source: If You Get Goosebumps From Listening To Music, Then You May Have A Very Special Brain (2018, November 24). Retrieved from URL <https://www.apost.com/en/blog/if-you-get-goosebumps-from-listening-to-music-then-you-may-have-a-very-special-brain>.*

From a very young age, the holidays have held a special place in my heart. Not only did we sing Christmas carols at my grandparents' house during our family party to welcome Santa, but on the way home my siblings, mom and I would sing some more. In school, I was part of the Madrigals who would Christmas carol throughout the valley at different events, which gave us the opportunity to spread the holiday cheer. Music has always been a big part of my family, with my grandfather and his beautiful voice singing, "O Holy Night," my mother playing almost any song on the piano/organ (sadly, I did not inherit this talent), and singing with me as I

practiced for performances. Fortunately, for my daughter and me, the singing has been passed along through the generations.

Traditions are made at this time of year. One of my favorite traditions is watching a movie with my kids on Thanksgiving night while putting up the tree and decorations. The movie that seems to be the most loved is "White Christmas" which gives us some singing time together. This tradition as well as others will continue to live on for ages to come. Whatever your traditions are with your family, enjoy them to the fullest.

GAEOP has been working on professional development opportunities for this year. January will be a month for Microsoft Excel in two parts. Watch for the email signups after the winter recess.

We are also offering another opportunity for GAEOP members who are working on or have achieved the GCOP certification. A scholarship up to \$ 750.00 is available to use towards expenses to attend the NAEOP (national) conference in Boise, Idaho, which offers 20-30 credit hours. The scholarship application deadline is January 18, 2019. You can find the application on gaeop.weebly.com under Scholarships. If you have any questions, you may contact Gayna Breeze, Scholarship Chairman, gbreeze@graniteschools.org.

On behalf of the GAEOP Executive Board, we want to wish you the happiest of holidays. Merry Christmas!

*Teresa Himmelberger, CEOE
GAEOP President*



In The Spotlight

submitted by Diana Pennington, Executive Representative



Stephanie Ostendorf

I have worked for the District for four years. I was at Rolling Meadows Elementary in the Assert Program, in HR to process teacher applications and help in the sub office, and I am currently working with Custodial Services. I love the school and departments I have worked with over the years and the variety of people that I have been able to meet. I absolutely loved working with the students in the Assert Program.

I have a daughter in her senior year of high school who is in the process of searching for a college to attend. It is a fun and exciting time. Go Utes!!



Sheri Hoffman

aka sjsmith-hoffman@graniteschools.org
(Could it get any longer???)

I'm new to the District and just celebrated my first-year anniversary last month in the Architecture, Engineering and Construction Department. Joining the District has brought new friendships and a sense of fulfillment in being able to contribute to such a great organization.

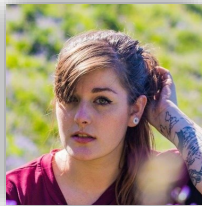
A little about me... I grew up in Los Angeles and was recruited to Salt Lake 18 years ago. I have a wonderful son and daughter-in-law who have blessed me with two beautiful grandchildren, ages 7 and 12. I married a crazy Swede from Stockholm 24 years ago and have been living happily ever after since! (Well, most of the time.)

My professional experience (yes, a lot of years working) has been in the private sector. I've worked in construction, design, movie, television, music and technology industries. Believe it or not, there is a thread that connects these diverse entities. My skillsets in project management/coordination, communication, creative solutions and troubleshooting always seem to come into play. The backbone of success...a sense of humor (and sometimes very poorly timed), follow through, organization, dedication and trust worthiness.

Fav things to do - practical jokes (ask the co-workers). I love challenges that result in a big impact with little money, hence my hobbies of crafting, re-purposing of thrift finds and decorating. I love to camp and recently completed (okay, 98% done) converting an old van into a campervan that can go off grid. The results are quite unique and challenged my prowess as a bargain hunter and thinking out of the box. So far, I've received four unsolicited offers for it.

The question was asked, "What do you want people to remember about you?" Hmmm, warped sense of humor, resourceful, liked to think out of the box, independent, problem solver, and love of people and pets (yes, on the same level).

Alicia Sekuris



Hello! I am Alicia Sekuris, I am new to Granite School District this year. I can be found over in Compliance. I moved here from Michigan this past July, so we are still quite new to Salt Lake City. I moved here because my husband got a job teaching English in Ogden, however, we live in Capitol Hill because, well...it's better.

My husband, Spencer, and I got married this past June on our 4-year anniversary. We own our own photography business called Silver Lining Photography. We moved here with our three pets, a 9-year-old Chihuahua-Jack Russell mix, Aries, and our two cats, Gizmo and Oberon. Spencer tries to take me on hikes, but I've realized I'm not as athletic as I thought, so I spend most of my free time on even land, painting, reading, or binge-watching Netflix shows.

I'm really stoked that I landed such a great job with an awesome "community" in a city that has so far exceeded my expectations. Thanks for getting to know a little bit about me.

In-service Opportunities

submitted by Darla Williams, In-service Committee Co-Chair

Information about the classes, including how to sign up, is sent via email. If you have questions or ideas for future in-service trainings, please contact Michelle Raymond (mraymond@graniteschools.org) or Darla Williams (djwilliams@graniteschools.org.)

Excel Basics (Ribbon/Toolbars/Functions)	Tuesday, January 22	9:00 – 11:00 am	C121, GEC
Excel Basics (Ribbon/Toolbars/Functions)	Tuesday, January 22	2:00 – 4:00 pm	C121, GEC
Excel Intermediate (Mail Merge)	Tuesday, February 5	9:00 – 11:00 am	C121, GEC
Excel Intermediate (Mail Merge)	Tuesday, February 5	2:00 – 4:00 pm	C121, GEC

Don't miss our other trainings coming in the future:

- Skype for Business
- Basic Office 365 Basics
- Basic Office 365 Intermediate
- Professional Development Day



December “Going the Extra Mile” Recipient

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



Cindy Davis (right) with Lindsay Adams, Assistant Principal (left) and Leesa Rij (center)

Cindy Davis, Moss Elementary

“This nomination is LONG overdue...Cindy is our Attendance Secretary here at Moss. She has been with us since January. From the very beginning she was eager to help in any way she could. She does all the attendance and paperwork on any students with attendance issues, following up with parents and our social worker. She has taken over the immunizations for our school staying on top of all the reports that go with that. She is so organized and it is so nice to have someone like that at our busy school. She speaks Spanish and for our school this has been so wonderful to have someone in the office that can communicate with our families and make them feel welcome. This summer she really stepped up helping us out. I had to have some surgery and the timing wasn't great at the beginning of the year to be out of the office. She jumped right in and became my sub. She was so busy registering all the new students we got and helping the teachers and new interns. She did all of this with a SMILE. Never once complaining to anyone and always saying she was happy to be here to help. I can tell you personally I would be so lost without her here. What a treasure she is for James E. Moss Elementary!”

~Leesa Rij

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.



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 Kathie Woodruff or Teresa Himmelberger.

Kudos Corner

submitted by Kathie Woodruff, “Going the Extra Mile” Co-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. Thank you for the many ways you go the extra mile every day.

Heidi Clark	<i>Communications</i>
Marguerita Davilla-Telck	<i>Olympus Jr. High</i>
Amy Hendrickson	<i>Special Education</i>
Kim Lovato	<i>Skyline High</i>
Karen Manning	<i>Skyline High</i>
Carol Neibuhr	<i>YESS</i>
Melanie Sotele	<i>Communications</i>
Gaylawn Starnes	<i>Human Resources</i>



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 15-20, 2018 in Boise, ID. 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 18th, 2019.**

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.

The **Helen P. Metos Student Scholarship** is for high school seniors who are planning to continue their education in a business or office-related career. GAEOP sponsors the Helen P. Metos Student Scholarship, valued at \$500.00.

The deadline to apply is January 31, 2019. Information and application forms are available on our [website](#). Contact [Gayna Breeze](#) if you have questions or need more information.



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 of paper if necessary):

Tried & True Recipe

Submitted by Darla Williams, GAEOP Treasurer

Turtle Dump Cake

- 1 small box (3.4 oz.) Jello chocolate instant pudding mix
- 1 ½ c. cold whole milk
- ¾ c. caramel sauce (divided)
- 1 box chocolate fudge cake mix - DO NOT PREPARE
- 1 bag dark chocolate chips
- ½ c. chopped pecans

Heat oven to 350 degrees. Spray a 9X13 baking pan and set aside. In a large bowl, combine dry pudding mix and milk with whisk for 2 minutes. Stir in ½ cup Caramel sauce, the dry cake mix and 1 cup dark chocolate chips. Stir until well blended. Spread batter in pan, sprinkle with pecans and remaining ½ c of dark chocolate chips.

Bake for 32-38 minutes, or until toothpick inserted comes out almost clean. It should not be completely cooked like a cake, you want it to be gooey.

Scoop into a bowl, and top with vanilla ice cream. Drizzle with remaining caramel and chocolate.

Optional Drizzle

- 1 c. milk chocolate chips
- 1 tsp oil (canola, vegetable)
- ¼ c. caramel sauce

To make drizzle, combine milk chocolate chips and oil in a microwave safe bowl. Microwave for 1-2 minutes

Dates & Deadlines:

December 4, 2018	GSD Board Meeting
December 18, 2018	LINK, January Issue Articles Due
December 24-January 1	Winter Recess
January 8, 2019	GSD Board Meeting
January 9, 2019	GAEOP Board Meeting
January 15, 2019	PSP Filing Date (NAEOP)
March 9, 2019	UAEOP Celebration, Salt Lake City, UT
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

Tips & Tricks

submitted by Diane Roberts, Membership

I can't tell you how many times I have wanted to make a trademark, degree, or cent symbol and haven't known how to do it. Well, here is a guide to show you how to make the symbols using your keyboard. Use the number keypad on the right side of your keyboard (the numbers above the alphabet keys won't work).

Alt + 0153	™	trademark symbol
Alt + 0169	©	copyright symbol
Alt + 0174	®	registered trademark symbol
Alt + 0176	°	degree symbol
Alt + 0177	±	plus or minus sign
Alt + 0182	¶	paragraph mark
Alt + 0190	¾	fraction, three-fourths
Alt + 0215	×	multiplication sign
Alt + 0162	¢	the cent sign
Alt + 0161	¡	upside down exclamation point
Alt + 0191	¿	upside down question mark
Alt + 1	☺	smiley face
Alt + 2	☹	black smiley face
Alt + 15	☼	sun
Alt + 12	♀	female sign
Alt + 11	♂	male sign
Alt + 6	♠	spade
Alt + 5	♣	club
Alt + 3	♥	heart
Alt + 4	♦	diamond
Alt + 13	♪	eighth note
Alt + 14	♫	beamed eighth note
Alt + 8721	∑	auto sum
Alt + 251	√	square root check mark
Alt + 24	↑	up arrow
Alt + 25	↓	down arrow
Alt + 26	→	right arrow
Alt + 27	←	left arrow
Alt + 18	↕	up/down arrow
Alt + 29	↔	left/right arrow

It is Christmas
in the heart that
puts Christmas
in the air.

~W.T. Ellis

Happy Holidays!

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Debbie Paul - December 1

Taylorville High

Sharon Chaus - December 3

Hunter High

Jenny Jackson - December 3

Eisenhower Jr. High

Bonnie Linder - December 3

Hunter Jr. High

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

Taylorville High

Cindy Venz - December 19

Transportation

Chantel Lichtenfels - December 20

Prevention & Student Placement

Cleo Reid - December 20

Frost Elementary

Maria Tello - December 21

Roosevelt Elementary

Melissa Maughan - December 22

Cottonwood High

Julie Shorts - December 23

Kearns 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

Jessica Ibarra - December 29

Cottonwood High

Colleen Lynch - December 31

Benefits



National Association ~ NAEOP

DID YOU KNOW?
MEMBERS MAKE THE ASSOCIATION

N A E O P **L E A R N**

JOIN TODAY
www.naeop.org

Our Ripples

**There is nothing
in the world
so irresistibly
contagious as
laughter and
good humor.**
~Charles Dickens

Next Article
Deadline:
December
18th

"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

Granite School District
2500 S State Street
Salt Lake City UT 84115

2018-2019 GAEOP Board Members

President

Teresa Himmelberger, CEOE

Payroll Office
385-646-4311

tdhimmelberger@graniteschools.org

Vice President

Julianne Hamblin, CEOE

Fox Hills Elementary
385-646-4828

jihamblin@graniteschools.org

Secretary

Kathie Woodruff

Jefferson Jr. High
385-646-3450

klwoodruff@graniteschools.org

Treasurer

Darla Williams

Communications
385-646-4529

djwilliams@graniteschools.org

Historian

Jackie Hale

Oakridge Elementary
385-646-4936

jhhale@graniteschools.org

Membership Chair

Diane Roberts

Bridger Elementary
385-646-4774

droberts2@graniteschools.org

Administrative Representative

Gayna Breeze, CEOE

Planning & Boundaries
385-646-4409

gbreeze@graniteschools.org

Executive Representative

Diana Pennington

Support Services
385-646-4597

dpennington@graniteschools.org

Elementary Representative – East

Leanne Helbling

Crestview Elementary
385-646-4804

ldhelbling@graniteschools.org

Elementary Representative – West

Leisl Leystra

Bennion Elementary
385-646-4774

laleystra@graniteschools.org

Junior High Representative

Michelle Raymond

Kearns Jr. High
385-646-5208

mraymond@graniteschools.org

Senior High Representative

Laura Purrington

Kearns High
385-646-5419

ljurrington@graniteschools.org

Part Time Employee Representative

Carol Seastrand

Taylorville High
385-646-5455

cseastrand@graniteschools.org

2018-2019 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

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.