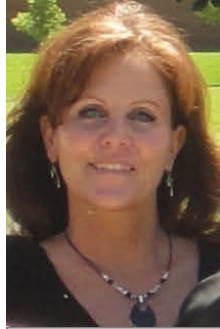




Mission Statement

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

As I was cleaning off my desk in an attempt to get organized, I came across a little tri fold card from Positive Promotions. On the front, in big bold letters, it said **"What is Stress?"** I know exactly what it is...it is that pain in my neck and shoulder. We all experience stress. It is our body's natural reaction to tension, pressure and change. Some say that a small amount of stress helps to make life more challenging and less boring. I guess there is some truth to that statement, but I do not love the pain that comes with it.

On the card there is a list of 20 ways to manage stress. They are all effective, but a few of them are especially helpful to office professionals.

- *At the start of each day, write down your list of things to do, then prioritize.*
- *Avoid the trap of demanding too much of yourself. Ask for help.*
- *Eat a well-balanced diet, full of whole grains, fruits and vegetables.*
- *Get plenty of sleep.*
- *Prolonged sitting contributes to stress, so add activity to your daily routine.*
- *Listen to soothing music, read a book or do deep breathing exercises...in through your nose to the count of 5, hold to the count of 5, then exhale through your mouth.*

Too much stress can be bad for you, so recognize the symptoms and manage your stress before it gets the best of you. Look on page 5 for a few exercises you can do while you are at your desk.

The holidays tend to bring out stress for some. For me, the holidays are my Zen. I go shopping early in the morning to avoid the rush and I can walk through the stores humming along to the holiday music with no one in ear shot. It is the time of year that I find joy in doing a project with my kids to help someone in need. This year, we have chosen to make small blankets for Primary Children's Hospital. I hope you will find your Holiday JOY and take extra special care of yourself. You are a valuable part of our production team.



The GAEOP Executive board is looking forward to celebrating the holiday season with you at the Holiday Party/Open House, "Santa's Workshop" December 9th and 10th. For our service project this year, we will be helping the Granite Education Foundation by providing items for the "Santa Sacks" that are given to the children in our district. What a great way to spread holiday cheer. For more details, see information on page 4.

I hope to see you all there and may you feel the warmth of the holiday season!



Inside:

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- 4 Holiday Party & Open House
- 5 Anti-Stress Stretches Inservice Opportunities
- 6 November is... Happy Birthday to You...
- 7 Tips & Tricks Recipe PSP/GCOP Recipients Welcome Members
- 8 2015-2016 GAEOP Board 2015-2016 Advisory Committee





Eisenhower Jr. High School Secretaries

submitted by Amy Torres, Jr. High Board Member



Joni Garrett, Principal's Secretary, Eisenhower Jr. High School



Joni Garrett started working for Granite School District at Hunter Jr. High as a tracker in 1985. She went to Eisenhower as the Principal's Secretary in January of 1987 and has been there ever since! She never thought she would stay there this long, her goal was to be there for five years. Now, her goal is to make it six more before she thinks about retiring! (Unless her fantastic Principal, Mark Ellermeier, gets transferred then all bets are off.) She says she has had the opportunity to work with amazing faculty and students. She worked with Student Government at Eisenhower for 10 years and National Junior Honor Society for 13 years. With those students, she has been involved with several large service projects. They raised money for the Heart Association, Leukemia Research, Breast Cancer and Utah Honor Flight, as well as their annual service of placing the luminaries at Valley View Cemetery. She loves the people she works with – Eisenhower is a great place to be! She has been married to her husband, Ron, for 25 years and they have two fantastic daughters who graduated from Taylorsville High and are now attending college. Her favorite thing to do is travel with her family. They have been to some amazing places – Nauvoo, Nashville, New York, and Albuquerque for the balloon festival just to name a few. Her other favorite hobby is remodeling houses with her husband. However, if she thinks about remodeling anymore houses, she says her husband will probably kill her.

Wendy Cochran, Financial Secretary, Eisenhower Jr. High School



Wendy Cochran has worked at Eisenhower for 16 years. She was a tracker for 3 years, then worked as the Comp. Guidance Assistant. For the past 6 years, she has been the Financial Secretary. She attended school at Eisenhower and her 3 children attended there, too. She says she feels like she never left and is very proud to be a true Eisenhower General. She and her husband, Curt, just celebrated their 25th anniversary in Hawaii. Her oldest son is a firefighter/paramedic for South Davis, her daughter, Shanae, is an MA at St. Marks Hospital Heart Center and her youngest son, Nick, just completed his paramedic course and 1000 clinical hours at various hospitals. He is hard at work studying for his state test. She says she "can't stand the sight of blood and admires each of her children for choosing professions that help others." She is proud of all their hard work and accomplishments. In her spare time she loves to scrapbook, crochet and spend time with her family. Recently, she found out that she is going to be a grandmother. Her daughter is expecting this coming summer. She has waited almost 10 years for this little miracle and is so overwhelmed with joy.

Jami Donio, Counseling Center Secretary, Eisenhower Jr. High School



Jami Donio has worked for Granite School District for 12 years. She worked at Kearns High School as an aid in a SPED self-contained classroom. She then started working at Eisenhower Jr. High as the Registrar this past February. She says that "Eisenhower is a great school and has so many wonderful students and faculty to work with." Jami enjoys camping, riding her horses, and spending time with her husband and family. She has 2 sons, 1 daughter, and 1 son-in-law.

Karalee Olson, Comp Guidance Assistant, Eisenhower Jr. High School



Karalee has worked for Granite School District for 9 years. She started at Plymouth Elementary as an aide for a few months before joining Eisenhower as the Behavior Health Assistant. She recently joined the counseling staff as the Comp Guidance Assistant. She has been married for 31 years and has 5 children, 1 boy and 4 girls. They love traveling the country to watch her son play baseball. All of her daughters danced competitively and they have enjoyed supporting their passion with many dance and drill competitions. She enjoys going to Bear Lake and St. George with her extended family. In her spare time, which there is none, she enjoys scrapbooking, playing games with her kids and going to the movies.

Jenny Jackson, Lunch Secretary, Eisenhower Jr. High School



Jenny has been the lunch secretary at Eisenhower Jr. High school for 5 years. Before that, she was a stay at home mom who was always involved in the schools that her children attended. She served as a parent volunteer teaching Art Start at Taylorsville Elementary, the PTA Treasurer and President at Granger Elementary, and she chaired the Senior Breakout at Taylorsville High several times. She has six children ranging in age from 14 to 26 and 3 amazing, smart, and adorable grandchildren. She has been married to her husband, Michael Jackson, (yes, that really is his name) for 27 years. She has a Bachelor's Degree in Human Development and Family Studies and has been taking classes to become a FACS teacher. In her spare time (which isn't often), she loves to read, scrapbook, and attend musical theater productions and choir concerts - especially when her children are performing. She says she loves working at Eisenhower, especially because she gets to work with her friends, Joni and Wendy! They are a great team, and she loves how they all help each other out.

December “Going the Extra Mile” Recipient

submitted by Amy Torres, Junior High Representative



Pictured l-r; Devon Hartley and Kathy Roos.

Kathy Roos, Principal Secretary, Granite Technical Institute

Here is what Devon Hartley, Principal of the Granite Technical Institute, had to say about Kathy.

“We had a parent and student come into the GTI office who had been given the runaround from several different places. They had been sent to 2 different schools and the district office and were now being sent to another school with little hope of a resolution. The mother and child came into the GTI office in tears and frustrated seeking directions to their next destination. Kathy Roos had the mother and child sit in our office, comforted the parent and began to do some investigating. After about a half hour of searching she was able to find the exact place the mother and child needed to go and she made a phone call to the person they needed to see to make them aware the mother and child were on their way.”

Kathy did the right thing by taking the time to help someone, even when it wasn't her problem to solve.”

Keep those nominations coming. Postcards were sent to all district locations. 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. **Make sure to include specific examples of how this person goes above and beyond their regular duties.** Examples may include; providing the highest quality of service, contributing to a positive work place, and treating others with warmth, courtesy and respect. If you have any questions or want to nominate someone, please contact Amy Torres at Kearns Jr.

Dates & Deadlines:

December 1, 2015	GSD Board Meeting - 7:00 pm
December 9 & 10, 2015	GAEOP Holiday Open House
December 15, 2015	Link Articles Due - January Issue
December 22-31, 2015	Winter Recess
January 1, 2016	New Year's Day <i>(schools & district office closed)</i>
March 12, 2016	UAEOP Annual Conference, Granite Education Center, Salt Lake City
June 2, 2016	GAEOP Professional Development Day, Location TBA
July 13-16, 2016	NAEOP 82 nd Annual Conference & Institute, St. Louis, Missouri



Our thoughts are with those who 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.*





GAEOP

HOLIDAY PARTY AND

OPEN HOUSE

December 9th and 10th

3:00 - 5:00 pm

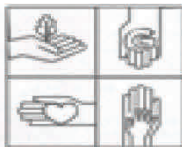
5 Story Building ~ Auditorium D102

Enjoy some yummy Holiday treats, and share some contagious Holiday cheer! Mingle with friends and make a wish list to give to the GAEOP Executive board.

Gifts for GAEOP members ~ donated by GEF

We will be collecting unopened, unwrapped items to help out Granite Education Foundation for the Santa sacks. Bring your donations and put them under our tree. With your donation, your name will be put in for a fun holiday drawing

**GRANITE
EDUCATION
FOUNDATION**



Toys/Games

Socks

Toothbrushes/Toothpaste

Female Hygiene products

Toiletries

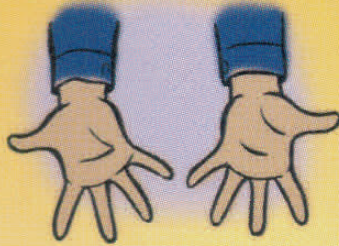
Coloring Books

New Coats, Gloves, & Hats



Teresa's Tidbits - cont.

SIX ANTI-STRESS STRETCHES



FINGER FAN:

Extend your arms straight in front of you with palms up. Spread your fingers as far apart as possible. Hold for 5 seconds.

UPPER BACK STRETCH:

Sit up straight with your fingers interlaced behind your head. Keeping your shoulders down, lift your chest and bring your elbows back as far as you can. Hold for 10 seconds.



EAR TO SHOULDER:

Lower your right ear to your right shoulder. Hold for 10 seconds. Repeat on the other side.

OVERHEAD REACH:

Raise your arms over head and interlace your fingers with palms facing up. Keeping your shoulders down, stretch upwards. Hold for 20 seconds.



KNEE PULL:

While seated, bring one knee up toward your chest as high as possible. Hold with both hands for 10 seconds. Repeat for other knee.

WAIST BEND:

Reach arms over head with fingers laced together. Facing forward with shoulders down, bend to one side from the waist. Hold for 20 seconds. Repeat to other side.



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Rev. 9/10

BC-39

Inservice Opportunities

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

The following inservice classes will be offered during the months of December and January. More information about these classes, including how to sign up, has been or will be emailed. If you have questions, please contact Carol Berlin (clberlin@graniteschools.org) or Diana Pennington (dpennington@graniteschools.org).

Policy & Legal Services	Friday, December 4	9:00 - 11:00 am	Aud A
	Friday, December 4	1:00 - 3:00 pm	Aud A
Managing Stress	Wednesday, December 9	9:00 - 11:00 am	Aud A
	Wednesday, December 9	1:00 - 3:00 pm	Aud A
Teamwork - Heart of Your School / A Kick in the Attitude	Thursday, December 10	1:00 - 3:00 pm	Aud A
Outlook - Basics	Thursday, January 7	9:00 - 11:00 am	C-121
	Thursday, January 7	12:00 - 2:00 pm	C-121
Retirement (GSD)	Friday, January 15	9:00 - 10:00 am	Aud A
	Friday, January 15	1:00 - 2:00 pm	Aud A
Excel - Beginning	Wednesday, January 20	9:00 - 11:00 am	C-121
	Wednesday, January 20	1:00 - 3:00 pm	C-121
Excel - Advanced	Wednesday, January 27	9:00 - 11:00 am	C-121
	Wednesday, January 27	1:00 - 3:00 pm	C-121

December is...

The month of December is one of the busiest on the nation's roadways, and also one of the most dangerous. With the holidays coming up, there will be an increase in social events that involve alcohol, and data from the National Highway Traffic Safety Administration shows that this results in an increase in DUIs and fatal drunk-driving crashes around the holidays.

That's why December has been designated National Impaired Driving Prevention Month, a time to raise awareness about the consequences of driving under the influence of alcohol and drugs. In issuing his proclamation, President Obama urges every American to "dedicate ourselves to driving safely and responsibly, and to promoting these behaviors among our family and friends."

No one thinks that their holiday celebration will end in tragedy. But for those who include alcohol in their celebrations and then get behind the wheel, this is too often the case. MADD has these tips to help ensure everyone's safety this holiday season:

- Make sure to always plan ahead for a safe way home, especially if your plans involve alcohol. Even one too many drinks increases the risk of a crash—it's just not worth it. If you've been drinking use a taxi, call a sober friend or family member or use public transportation.
- If someone you know is drinking, do not let that person get behind the wheel. Your actions may save someone's life.
- Just because you made the right decision to drive sober, others on the road may not have. Always buckle up, drive with caution, and don't hesitate to call 911 to report a suspected drunk driver. It is your business. Getting drunk drivers off the roads saves lives.

Source: madd.org



What is #GivingTuesday?



We have a day for giving thanks. We have two for getting deals. Now, we have #GivingTuesday, a global day dedicated to giving back. On **Tuesday, December 1, 2015**, charities, families, businesses, community centers, and students around the world will come together for one common purpose: to celebrate generosity and to give.

It's a simple idea. Just find a way for your family, your community, your company or your organization to come together to give something more. Then tell everyone you can about how you are giving. Be a part of a global celebration of a new tradition of generosity.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



Debbie Paul - December 1
Taylorville High

Heather Bankhead - December 18
Hunter Jr. High

Sharon Chaus - December 3
Hunter High

Tammy Pearce - December 18
Taylorville High

Jenny Jackson - December 3
Eisenhower Jr. High

Anna Terry - December 18
Granite Peaks Learning Center

Bonnie Linder - December 3
Brockbank Jr. High

Cindy Venz - December 19
Cottonwood High

Jeri Maples - December 5
Kearns High

Chantel Lichtenfels - December 20
Prevention & Student Placement

Tawni Brown - December 11
Valley Crest Elementary

Cleo Reid - December 20
Frost Elementary

Kristina Barr - December 14
Bonneville Jr. High

Michelle Ostmark - December 22
Academy Park Elementary

Norma Asplund - December 15
Jones Center

Julie Shorts - December 23
Kearns High

Amy Fromm - December 17
Human Resources

Julie Martinez - December 24
Human Resources

Carol Niebuhr - December 24
YESS

Susan Seals - December 25
Twin Peaks Elementary

Stacy Bushell - December 26
Cottonwood High

Christine Nelson - December 28
Curriculum Services

Janan Himmer - December 29
Monroe Elementary

Tips & Tricks

submitted by Kari Parry, Vice President

Stuck on Sticky Notes

When I received the email from Danielle reminding me that it was my turn for the Tips and Tricks segment of the Link, I thought what do I do that is helpful in my job that makes my everyday tasks easier? I went to the internet for an idea then I looked around my desk and realized that I use those darn sticky notes for everything.



Did you know about the sticky note feature on your computer? You can use sticky notes to write a to-do list, jot down a phone number, or do anything else that you'd use a pad of paper for.

To open Sticky Notes:

- Click the Start button
- In the search box, type Sticky Notes,
- Click Sticky Notes in the list of results.

To type a note, click where you want the text to appear and start typing. To create additional notes, click the New Note button. When you've finished using a note, you can delete it to clean up your desktop.

I love that I can color code my notes. It has made my desktop very colorful and I can always find my sticky notes.

Fresh Cranberry Sauce

Submitted by Cindy McCleve, Historian

Ingredients:

- 1 bag (12 oz) cranberries
- 1 cup Cranberry Juice (or Orange, Apple or Other Juice Combination)
- 1 cup Pure Maple Syrup (not Pancake Syrup)
- 3 Tablespoons Orange Juice (you can also use orange zest, lemon zest, lemon juice—anything citrusy)

Instructions:

Wash cranberries under cool water, then dump into a medium saucepan. Pour in cranberry juice (or whatever juice you choose), pure maple syrup and orange juice. Stir together and turn heat on high until it reaches a boil. Once it comes to a rolling boil, turn the heat down to medium low and continue cooking for about 10 minutes, or until the juice is thick. Turn off the heat and let cool.



PSP/GCOP Recipients

Submitted by Traci Pritchett, Membership Chair

The following office professionals have obtained their certification. **Congratulations!** For more information on how to get started on your certificate, contact Traci Pritchett today.

Lisa Boman - Mill Creek Elementary
Entry

Maren Erickson - Bonneville Jr.
Bachelor's

Julene Maddocks - Preschool
Advanced I

Diane Roberts - Bridger Elementary
Entry

Richelle White - Payroll
Entry

Kathleen Withers - Taylorsville High
Intermediate



Welcome Members

Submitted by Traci Pritchett, Membership Chair

The following is a list of new and renewed GAEOP members, so happy to have you part of our team. If you would like to join GAEOP, please contact Traci Pritchett at tpritchett@graniteschools.org.

Carol Ferguson, Granger Elementary
Verneita Hunt, Human Resources
Sandra Riches, Resource Development
Stephanie Rodriguez, Pleasant Green
Jolene Spicer, Talent Development
Janice Wirthlin, Evergreen Jr. High



"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:

Danielle Kitchen

School Accountability Services
385-646-4525
dfkitchen@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:
UAEOP

Utah Association of
Educational Office Professionals
NAEOP

National Association of
Educational Office Professionals



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

Visit Our Website

www.gaeop.weebly.com

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Salt Lake City UT 84115

2015-2016 GAEOP Board Members

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Teresa Himmelberger
Payroll Office
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tdhimmelberger@graniteschools.org

Vice President

Kari Parry
Taylorsville High
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Secretary

Darla Williams
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385-646-4876
djwilliams@graniteschools.org

Treasurer

Kathy Roos
Granite Technical Institute
385-646-4389
kgroos@graniteschools.org

Historian

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Matheson Jr. High
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Membership

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Information Systems
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tpritchett@graniteschools.org

Elementary Board Member - East

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385-646-4804
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Elementary Board Member - West

Stephanie Rees
Diamond Ridge Elementary
385-646-4858
srees@graniteschools.org

Junior High Board Member

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385-646-3501
antorres@graniteschools.org

Senior High Board Member

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385-646-5254
kobowden@graniteschools.org

Administrative Board Member

Diana Pennington
Communications
385-646-4529
dpennington@graniteschools.org

Executive Board Member

Carol Berlin
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clberlin@graniteschools.org

Part Time Board Member

Mary Duersch
Taylorsville High School
385-646-6912
mduersch@graniteschools.org

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 4th Thursday of each month to discuss issues concerning the Granite School District office professionals.