



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 Utah Association of Educational Office Professionals and the National Association of Educational Office Professionals



Inside:

- 2 Spotlight
Dates & Deadlines
Inservice Opportunities
- 3 Going the Extra Mile Recipient
Kudos Corner
New/Renewing Members
- 4 Happy Birthday to You
Holiday Recipe
Save the Date...
- 5 Tips & Tricks
Condolences
- 6 NAEOP Conference & Scholarship
- 7 2016-2017 GAEOP Board
2016-2017 Advisory Committee

Teresa's Tidbits



*Teresa Himmelberger
GAEOP President*

This month is my favorite for so many reasons: holiday music, spending time with family, decorating, etc. When my kids ask me what I would like for Christmas, I simply say, "World Peace, so that you may have a great and safe country to live in." Considering the season, I searched the web for a story about peace. I hope you enjoy the following:

"Tragedy struck the home of America's most popular poet. On July 9, 1861, Henry Wadsworth Longfellow's wife, Fanny, was near an open window sealing locks of her daughter's hair in a packet, using hot sealing wax. It was never known whether a spark from a match or the sealing wax was the cause, but suddenly her dress caught fire and engulfed her with flames. Her husband, sleeping in the next room, was awakened by her screams. He desperately tried to put out the fire and save his wife. He was severely burned on his face and hands. She, tragically burned, slipped into a coma the next day and died. His grievous burns would not even allow him to attend her funeral. He seemed to lock the anguish within his soul. Because he continued to work at his craft, only his family knew of his personal suffering. They could see it in his eyes and observe his long periods of silence. His white beard, so identified with him, was one of the results of the tragedy - the burn scars on his face made shaving almost impossible. "Although a legend in his own time, he still needed the peace that God gives to His children. On Christmas Day, three years following the horrible accident - at age 57 - he sat down to try to capture, if possible, the joys of the season. He began:

*"I heard the bells on Christmas day.
Their old familiar carols play,
And wild and sweet the words repeat
Of peace on earth, good will to men."*

"As he came to the third stanza he was stopped by the thought of the condition of his beloved country. The Civil War was in full swing. The Battle of Gettysburg was not long past. Days looked dark, and he probably asked himself the question, "How can I write about 'peace on earth, good will to men' in this war-torn country, where brother fights against brother and father against son?" But he kept writing - and what did he write?

*"And in despair I bowed my head:
'There is no peace on earth,' I said,
'For hate is strong, and mocks the song
Of peace on earth, good will to men!"*

"And so we have the marvelous Christmas carol "I Heard the Bells on Christmas Day." A musician named John Baptiste Calkin wrote the musical setting that has helped make the carol a favorite. Just as that Christmas in 1864 was made better for Longfellow, may we experience a Christmas that will be the greatest ever. May we actually find the peace that Longfellow wrote about in the carol!"
~ Author Unknown

Wishing you all the happiness of the Holiday Season! May you find your peace.

*Teresa Himmelberger, CEOE
GAEOP President*

"Surf the Wave to a Positively Charged Life"





In the
Spotlight

Elementary School

submitted by Julianne Hamblin,
Elementary West Representative

Diane Roberts, Jim Bridger Elementary



Diane Roberts is the principal secretary at Jim Bridger Elementary. She worked part time at Bacchus and Beehive for many years before switching to full time. Diane loves spending time with her five children and six wonderful grandkids. She also enjoys crochet and is learning to quilt. Her favorite book is *The Last Lecture*, by Randy Pausch. Diane's mom told her it's fitting that she works in an elementary school office now, since she spent a lot of time in the principal's office as a kid. The students and staff at Jim Bridger love having Diane in the office. Her friendliness and abilities are true assets to both the school and the district.



Dates & Deadlines:

December 6, 2016	Board of Education Meeting
December 15, 2016	Link Articles Due (January issue)
December 23, 2016— January 2, 2017	Winter Recess— schools & district offices closed
March 11, 2017	UAEOP Annual Conference, GEC, Salt Lake City
May 31, 2017	GAEOP Professional Development Day, Cottonwood High School
July 12-15, 2017	NAEOP Annual Conference & Institute, Greenville, SC



Inservice Opportunities

submitted by Danielle Kitchen, Inservice Committee Chair

The following inservice classes will be offered over the next several months. More information about these classes, including how to sign up, will be sent via email. If you have questions, please contact Danielle Kitchen (dkitchen@graniteschools.org.)

Textnology Training	Thursday, December 1	9:00 – 10:00 am	Auditorium A, GEC
Textnology Training	Thursday, December 1	1:00 – 2:00 pm	Auditorium A, GEC
OptiView	Tuesday, December 13	9:00 – 10:30 am	C121, GEC
OptiView	Tuesday, December 13	1:00 – 2:30 pm	C121, GEC
Excel – Beginning	Monday, January 9	9:00 – 11:00 am	C121, GEC
Excel – Beginning	Monday, January 9	1:00 – 3:00 pm	C121, GEC
Google Docs	Tuesday, January 17	9:00 – 11:00 am	C121, GEC
Google Docs	Tuesday, January 17	1:00 – 3:00 pm	C121, GEC
Excel – Advanced	Monday, February 6	9:00 – 11:00 am	C121, GEC
Excel – Advanced	Monday February 6	1:00 – 3:00 pm	C121, GEC
Google Forms & Draw	Tuesday, February 21	9:00 – 11:00 am	C121 GEC
Google Forms & Draw	Tuesday, February 21	1:00 – 3:00 pm	C121, GEC
Office 365/One Drive/One Note Intro	Thursday, February 23	9:00 – 11:00 am	C121, GEC
Office 365/One Drive/One Note Intro	Thursday, February 23	1:00 – 3:00 pm	C121, GEC
Google Drive/Chrome	Friday, March 3	9:00 – 11:00 am	C121, GEC
Google Drive/Chrome	Friday, March 3	1:00 – 3:00 pm	C121, GEC
Discovery Training	Tuesday, March 7	9:30 – 11:30 am	C121, GEC
Power Point/Google Slides	Tuesday, March 14	9:00 – 11:00 am	C121, GEC
Power Point/Google Slides	Tuesday, March 14	1:00 – 3:00 pm	C121, GEC

December “Going the Extra Mile” Recipient

submitted by Stacy Bushell and Jennifer Justesen, “Extra Mile” Award Committee

Connie Roberts, Woodrow Wilson Elementary

Connie has gone far above her duties as a mentor! She has created binders to help me organize my budgets. She went through each budget over and over again on her own time to help me. When reports were sent out to all the secretaries she has always checked the list for my school and asked if I need any help with it. She has guided me through anything I needed to do. This woman has truly been a life saver for me!!! I cannot begin to say how far “above and beyond” she has gone! Connie was assigned to be my mentor, but has become my friend.

Submitted by: Cassie Childress – Roosevelt Elementary



Connie Roberts (right) with principal Christine Christensen

Keep those nominations coming. Emails are sent out each month with a Google form to nominate. 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 Stacy Bushell sbushell@graniteschools.org or Jennifer Justesen jjustesen@graniteschools.org.

Kudos Corner

submitted by Stacy Bushell, “Going the Extra Mile” Committee Chair

We’ve had a fantastic response to our request of nominations for the Going the Extra Mile Award. Here is a list of all nominees for December. Congratulations to everyone who was nominated. We love hearing about the ways you go the extra mile!

Lesa Campbell	Maintenance
Sandi Crosby	Curriculum & Instruction
Leasa Foust	Hunter High
Leslie George	Curriculum & Instruction
Shayla Holt	West Valley Elementary
Stephanie Maarse	Human Resources
Melissa Maughan	Cottonwood High
Sandra Riches	Resource Development
Julie Sandoval	Olympus High
Luann Schroeder	Kearns High



New/Renewing Members

Submitted by Leesa Rij, Membership Chair

Welcome to our newest GAEOP members:

- Tina Nielsen Cottonwood High
- Faith Stevens Farnsworth Elementary

Members who have renewed since the last newsletter:

- Laura Atkinson Granite Connection High
- Barbara Fulmer Ed Equity
- Lana Sutton Related Services

We gain strength when we unite and support one another. GAEOP now has 280 members. If you would like information about joining GAEOP, please contact Leesa Rij at lrij@graniteschools.org, or check out our website at www.gaeop.weebly.com.

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

Jeri Maples - December 5

Kearns High

Tawni Brown - December 11

Valley Crest Elementary

Rafael Torres - December 13

Granite Park Jr. High

Kristina Barr - December 14

Bonneville Jr. High

Amy Fromm - December 17

Human Resources

Heather Bankhead - December 18

Hunter Jr. High

Tammy Pearce - December 18

Taylorsville High

Cindy Venz - December 19

Transportation

Cleo Reid - December 20

Frost Elementary

Melissa Maughan - December 22

Cottonwood High

Michelle Ostmark - December 22

Academy Park Elementary

Julie Shorts - December 23

Kearns High

Julie Martinez - December 24

Information Systems



Carol Niebuhr - December 24

YESS

Stacy Bushell - December 26

Cottonwood High

Melinda Losee - December 27

Westbrook Elementary

Christine Nelson - December 28

Curriculum & Instruction

Janan Himmer - December 29

Monroe Elementary

Holiday Recipe

Submitted by Julianne Hamblin, Newsletter Editor

Cranberry Nut Bread

- 2 c. flour
- 1 c. sugar
- 1 TBSP baking powder
- ½ tsp salt
- 2 tsp orange zest
- 1 egg, beaten
- 1 c. orange juice
- ¼ c. cooking oil
- 1 c. coarsely chopped cranberries
- ¾ c. chopped nuts (I use pecans)



www.huffingtonpost.com

This recipe is for small loaf pans (4½ x2½ x1½). Preheat oven to 350° F. Grease the bottom and ½ inch up the sides of the pans. In a large bowl stir together flour, sugar, baking powder, and salt.

In a separate bowl combine the egg, orange juice, and oil. Add egg mixture all at once to flour mixture. Stir just until moistened. Fold in nuts and cranberries. Spoon batter into prepared pans.

Bake for 30 to 35 minutes or until a toothpick inserted near center comes out clean. Cool on a wire rack for 10 minutes before removing from pans. Cool completely, then wrap and store overnight before slicing.

Recipe from Better Homes & Gardens New Cookbook

Save The Date...

Submitted by Sherry Wilson, CEOE, UAEOP President



25th Annual UAEOP Conference Learn Connect Grow

Saturday, March 11, 2017
Granite Education Center

Registration Information available in January
www.uaeop.org



Tips & Tricks

submitted by Danielle Kitchen, Executive Board Member

Google is the most widely used search engine and the single most visited page on the Internet. “Google it” is a common term we use whenever we need any information. Now it is a verb synonymous with looking up information online. Google has changed the way we browse information and connect to the world. An article posted on TechWorm.com in January 2016, lists 25 tips and tricks to improve your browsing. Here are a few that may be helpful to you in your job.

- Use quotes to search for an exact phrase or explicit search**
 This one’s a well-known, simple trick: searching a phrase in quotes will yield only pages with the same words in the same order as what’s in the quotes. It’s one of the most vital search tips, especially useful if you’re trying to find results containing a specific a phrase.
- Use an asterisk within quotes to specify unknown or variable words**
 Here’s a lesser known trick: searching a phrase in quotes with an asterisk replacing a word will search all variations of that phrase. It’s helpful if you’re trying to determine a song from its lyrics, but you couldn’t make out the entire phrase (e.g. “imagine all the * living for today”), or if you’re trying to find all forms of an expression (e.g. “* is thicker than water”).
- Exclude Words by using minus sign.**
 Let’s say you want to search for content about techworm, but you want to exclude any results that contain the term *malware*. To do this, simply use the – sign in front of the word you want to exclude.
- Search for a particular meaning**
 Add a hyphen in front of a word to avoid a particular search term. This comes handy when you search something and it has several meanings. Ex. Riddick –cartoon.
- Search websites for keywords or searching inside a website**
 Think of the “site:” function as a Google search that searches only a particular website. If you want to see every time Techworm.net mentioned Google, use the search “Google site:techworm.net”. You can use the similar technique in Google News also.
- Search news archives going back to the mid-1880s.**
 Google News has an option to search over 100 years’ worth of archived news from newspapers around the world.
- This OR That**
 By default, when you conduct a search, Google will include all the terms specified in the search. If you’re looking for any one of one or more terms to match, then you can use the OR operator. (Note: The OR has to be capitalized).
- Use “DEFINE:” to learn the meaning of words—slang and current Internet acronyms included**
 Streamline the dictionary process by using, for example, “DEFINE: mortgage.” For words that appear in the dictionary, you’ll be able to see etymology and a graph of its use over time alongside the definition. Google will even sift the web to define slang words or acronyms. Try out “DEFINE: bae” or “DEFINE: SMH”.
- Search images using images.**
 Ever come across a photo that looks strangely familiar? Or, do you want to know where it came from? If you save the image, and then search it on Google Images (with the camera button), you’ll be able to see similar images on the web.
- Translate with Google**
 Type “translate language1 to language2” to get the Google translator working instantly for you. Ex: “translate English to French How are you?”
- Weather Search**
 To take a look at the weather predictions for your city, just add “weather” before the city’s name or zipcode. Ex: “weather New Jersey.”



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 Lesa Campbell or Teresa Himmelberger.



NAEOP Conference Scholarship

submitted by Jennifer Justesen, Scholarship Committee Chair

Six Great Reasons to Join NAEOP and Attend an NAEOP Conference ~

1. Make friends around the country that you can connect and network with.
2. Further your education with things that pertain to your job.
3. Receive recognition for publications, website, PSP/CEOE (Professional Standards, Certified Educational Office Educator.)
4. Work towards a certification that will follow you across the United States.
5. Serve on committees that can effect change for your local and state associations.
6. Travel to other states to explore and gain knowledge.

If you've ever thought about attending an NAEOP (National Association of Educational Office Professionals) conference now is a great time to prepare and go. The **NAEOP Annual Conference will be July 12-15, 2017, in Greenville, SC.** The GAEOP Executive Board has created a scholarship to help ease the cost of attendance. Is this the chance you've been waiting for? Details of the scholarship can be found at www.gaeop.weebly.com. Don't delay, the **application deadline is January 20, 2017.** If you would like to apply, fill out the application below or use the fillable application on the website. Applications (and related questions) can be sent to Jennifer Justesen, jjustesen@graniteschools.org.



NAEOP Conference Scholarship

Please complete the form below and return to Jennifer Justesen, Scholarships and Awards Chair, jjustesen@graniteschools.org. 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) certificate? Yes No

If you marked "Yes," please list our 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 a separate piece of paper if necessary):

Next Article
Deadline:
December
15th

"The Link" is published 10 times per year for approximately 500 secretaries of Granite School District. Contributed 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:
UAEOP

Utah Association of
Educational Office Professionals
NAEOP

National Association of
Educational Office Professionals

"Surf the Wave to a Positively Charged Life"



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

Visit Our Website

www.gaeop.weebly.com

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

2016-2017 GAEOP Board Members

President

Teresa Himmelberger

Payroll Office
385-646-4311

tdhimmelberger@graniteschools.org

Vice President

Amy Torres

Kearns Jr. High
385-646-3501

antorres@graniteschools.org

Secretary

Lesla Campbell

Maintenance
385-646-7383

lcampbell1@graniteschools.org

Treasurer

Kathy Roos

Granite Technical Institute
385-646-4389

kgroos@graniteschools.org

Historian

Darla Williams

Communications
385-646-4529

djwilliams@graniteschools.org

Membership

Leesa Rij

Moss Elementary
385-646-4930

lrij@graniteschools.org

Administrative Board Member

Jennifer Justesen

Compliance
385-646-4272

jjustesen@graniteschools.org

Executive Board Member

Danielle Kitchen

School Accountability
385-646-4525

dfkitchen@graniteschools.org

Elementary Board Member - East

Deanne Hampson

Eastwood Elementary
385-646-4816

dhampson@graniteschools.org

Elementary Board Member - West

Julianne Hamblin

Fox Hills Elementary
385-646-4828

jihamblin@graniteschools.org

Junior High Board Member

Sam Basham

Granite Park Jr. High
385-646-5174

sbasham@graniteschools.org

Senior High Board Member

Stacy Bushell

Cottonwood High
385-646-5264

sbushell@graniteschools.org

Part Time Board Member

Arlee Willits

School Accountability
385-646-4537

awwillits@graniteschools.org

2016-2017 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters - Human Resources
Leslie Bell - School Accountability
Marijean Wolf - Talent Development
Terri Roylance - Cottonwood High School
Teresa Himmelberger - GAEOP President; Payroll Office
Amy Torres - Kearns Jr. High School
Lesla Campbell - Maintenance
Stacy Bushell - Cottonwood High School
Danielle Kitchen - School Accountability
Leesa Rij - Moss Elementary

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