



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.

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Vickie's Vibes

The holidays always bring out the reflective side of me. The season is often filled with stress, but I enjoy every bit of it. I just have to be more organized to pull off all the events that happen during this time of year. And of course, I need to have realistic expectations.

Here are a few strategies I found from an article; "Keeping the Holidays from Interfering with Work, The Office Professional". This will help put some of the holiday stress behind each of us and keep us focused on what needs to be done at home and in our workplaces.

- Designate a notepad at your desk as your 'worry' list. When things come into your mind, jot them down quickly without analyzing. They can stay there for safekeeping until you have time to deal with them later, and you won't need to panic that you let an important thought slip away.
- Avoid the Internet and your personal email account as much as possible. It may sound harmless to look at "just one" site's Holiday deals, but like eating potato chips, it is hard to stop once you start.
- Juggling family and work isn't easy. Cut yourself some slack and start delegating. Your spouse can set up the guest bedroom, and your kids can make inexpensive festive table decorations.
- Take a day off, if holiday stress is proving too overwhelming. Using some vacation or personal time to get a handle on things may be preferable to feeling anxious.

I am grateful for the opportunities I have had to share with each of you. Thank you for all your hard work and efforts for Granite School District. I hope you have a stress free, wonderful holiday.

Vickie Burrow
GAEOP President
Eastwood Elementary

Our hearts grow tender with childhood memories and love of kindred, and we are better throughout the year for having, in spirit, become a child again at Christmas-time.

-- Laura Ingalls Wilder

Emily Liddell – Principal, Young Parents

YOUNG PARENTS

The Young Parent Program is a school designed to serve students that are either expecting a child or currently have a child. We serve students in grades 9-12, and a number of students attend Hunter to take a variety of classes that we are not equipped to offer at our site. We also have students that take advantage of classes at the GTI as well as their home schools. They are able to continue to access the child care/early learning program as long as they are making progress towards graduation.

Our goal at The Young Parent Program is to help students be prepared to move on to college, careers or where ever their life will be leading them. We want each of them to be contributing members of society and have the skill sets that are necessary to take care of themselves and their child. In 2013 we had 41 seniors come through our doors and 29 of them went on to earn their high school diplomas.

We hope to be able to continue to serve these young ladies as they receive a much needed education. A number of our girls will be first generation high school graduates and are setting a great example for their siblings as well as their children. We, as the YPP staff, are fortunate to be a part of this process and are proud of our girls and wish them the very best life has to offer.

Emme Liddell~Principal

GAEOP is doing a service project for the Young Parent Program. If you would like to help out, see the list below and contact a GAEOP Board member. We will be delivering the items on December 13th, so we will need the items by December 5th.

Moms: Lotions, comfy socks, foot scrub, chapstick/lip gloss, etc.

Children: Soft plush toys, age appropriate books (up to age 3), hats, gloves, socks, etc.

Vault Procedures – Submitted by Chris Lewis, Director of Accounting

At a recent meeting, Chris Lewis, Director of Accounting, discussed the deposit policy. All monies, including lunch money, must be deposited twice a week (each Wednesday and Friday) or if you have more than \$300 (Elementary) or \$500 (Secondary). A question came up about what to do with money collected late in the day when there isn't enough time to work up a deposit. As was discussed, the first and best option is to put the money in a safe at your school. (The term "safe" means an actual safe that has been bolted to the floor. A locked box or a locked cabinet or a locked room isn't sufficient.) Then, make sure the money is counted and processed the very next day and deposited in accordance with the policy. An alternative for those schools who do not yet have safes is to put the money in a "do not work" bag and drop it in the night deposit. Then, you can pick it up the next day and process the money.

Here are further instructions that must be followed in order to use the "do not work" bag option:

- 1) Send an email to Lora Kinsman (lora.v.kinsman@wellsfargo.com) with your school name, the last four numbers of your account, and the branch name and address you will take the night drop. She will contact the branch manager to let them know you will be bringing an agreement. This will make the sign up process smoother.
- 2) Fill out a Night Deposit Agreement (available on the Accounting website) and return it to your branch.
- 3) Whenever you need to take a "do not work" bag to the bank, **put the money in a sealed bag and then put that bag in a non-locking, zippered bag, along with a note saying "Do not work. Hold for pick up."** (If you do not have a non-locking zippered bag, you can purchase one at an office supply store.) Drop the non-locked zippered bag (containing the sealed bag of money and a "do not work" note inside) into the night deposit. Be sure to keep a record of the sealed bag number.

If you follow these instructions, the money will not be processed by the bank and will be left at the branch for you to pick up the next day.

CAUTION: If you simply put the money in a sealed bag and take that to the bank, the armored truck service will take it to the bank's central vault assuming it is an actual deposit and you won't be able to pick it up. It is somewhat difficult to retrieve it from there.



Need Chocolate?

GAEOP has World's Finest Chocolates \$1.00 a bar (almond, regular & dark, milk chocolate, crispy rice, & yummy caramel) These would make great gifts for the office, neighbors or stocking stuffers!

Contact Kathy Roos, GAEOP Treasurer - groos@graniteschools.org. This is an annual fundraiser to support GAEOP!

Visit <http://gaeop.weebly.com>

You can find:

- Our Mission Statement
- GAEOP Board Members
- Member Bylaws
- Calendar of Events
- Training handouts
- Office Professional Handbook (Memorandum of Understanding)
- PSP/GCOP Application
- The LINK (past and present)
- Photos of events (past and present)

Congratulations to our newest GCOP recipient:

Christy Margetts, Rosecrest Elem. – Intermediate

New Office Professional:

Nicole Smauldon, Granger Elementary

Internet Safety - Submitted by: Elaine Wright – Administrative Board Member

The Utah Attorney General's Office has a web page addressing **Internet Safety**: <http://attorneygeneral.utah.gov/protecting-utah/internet-safety/> with links to national organizations. There are resource sections for Parents, Guardians, Educators, Law Enforcement, Teens and Kids, covering subjects from **Cyber Bullying** and **Sexting** to **Internet Safety**. The web page states; "The Internet is the most powerful information tool ever created and can enhance a child's education like no other resource. However, its very nature creates the potential for danger. A recent survey revealed that one-in-five teens has received an unwanted online request to engage in sexual activities or provide sexual information. One-in-four has been exposed to online pornography."

This website would be a great resource for patrons, staff and students; a site where they can learn about these issues, access 'Discussion Starters', get tips, and watch videos.



Our thoughts are with those that have lost loved ones

If you know of someone that has lost a loved one, please contact Vickie Burrow vlburrow@graniteschools.org, Teresa Himmelberger tdhimmelberger@graniteschools.org, or Elaine Wright ewright@graniteschools.org



DECEMBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 GAEOP Holiday Party 5:00 pm Board of Ed 7pm	4	5	6	7
8	9	10	11 GAEOP Board Meeting 4:15pm	12	13	14
15	16	17	18	19	20	21
22	23 Winter recess	24 Winter recess	25 CHRISTMAS DAY	26 Winter recess	27 Winter recess	28
29	30 Winter recess					

Upcoming dates: Happy New Year Jan 1st, 2014, - Jan 6th, 2014, School resumes

HAPPY BIRTHDAY GAEOP MEMBERS

Recipe Corner: Easy office recipes

Caramel Corn Pops

Cook the following together over medium heat to a soft ball
1 1 lb. box of brown sugar or 2.5 cups packed brown sugar
1 cup light Karo syrup

Remove from heat and add:

1 square of butter
1 can of Eagle Brand milk
1 tsp. vanilla

Stir all ingredients together until creamy and pour over 3 bags of corn pops (Country Crisp)
You may mix in a can of mixed nuts if you like!

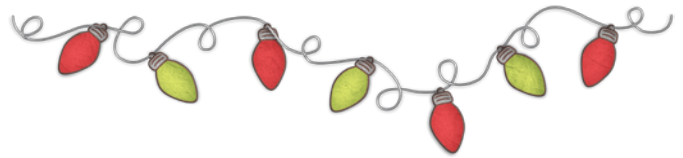
Use a very large stock pot to mix this all together so it makes a large batch.
Spread it out onto wax paper and let it sit overnight.

This is a great recipe for office parties or just great snacking!

If you have a recipe you would like to share, contact Jan at jerichardson@graniteschools.org

December

1	Debbie Paul	Taylorville High
3	Sharon Chau	Hunter High
3	Bonnie Linder	Brockbank Jr.
5	Jeri Maples	Kearns High
9	Sue Wood	Gourley Elem.
11	Tawni Brown	Valley Crest Elem.
14	Kristina Barr	Bonneville Jr.
14	Sandy Memales	Police Dept.
15	Norma Asplund	Jones Center
18	Tammy Pearce	Taylorville High
19	Caroleen Atkinson	Fox Hills Elem.
19	Cindy Venz	Cottonwood High
20	Cleo Reid	Robert Frost Elem.
23	Julie Shorts	Granger High
24	Julie Miera	Human Resources
29	Janan Himmer	Monroe Elem.



Stretching Exercises - Submitted by: Cris Brimley, Jr. High Board Member

- Stand up and sit down - no hands**
If you stand up and sit down (over and over) - without using your hands - it can be a challenge. Do it while you're on the phone; no one will know.
- Shrug your shoulders - to release the neck and shoulders**
Inhale deeply and shrug your shoulders, lifting them high up to your ears. Hold, then release and drop. Repeat three times. Move your head up and down (yes motion) and side to side (no motion). Repeat several times.
- Loosen the hands with air circles**
Clench both fists, stretching both hands out in front of you. Make circles in the air, first in one direction for 10 seconds and then in reverse for 10 seconds. Shake out your hands.
- Point your fingers - good for hands, wrist, and forearms**
Stretch your left hand out in front of you, pointing fingers toward the floor. Use your right hand to increase the stretch, pushing your fingers down and toward the body. Be gentle. Now do the same with the other hand. Next, stretch your left hand out straight in front, wrist bend, with fingers pointing skyward. Use your right hand to increase the stretch, pulling the fingers back toward your body. Do the same with the other hand.
- Release the upper body with a torso twist**
Inhale and as you exhale, turn to the right and grab the back of your chair with your right hand and then grab the arm of the chair with your left hand. With eyes level, use your grasp on the chair to help twist your torso around as far to the back of the room as possible. Hold the twist for a few seconds and then slowly come back to facing forward. Repeat on the other side.
- Do leg extensions - work the abs and legs**
Grab the seat of your chair to brace yourself and extend your legs out in front of you so they are parallel to the floor. Flex and point your toes five times. Release and repeat.
- Stretch your back with a "big hug"**
Hug your body, placing your right hand on your left shoulder and your left hand on your right shoulder. Breathe in and out, releasing the area between your shoulder blades.
- Cross your arms - for the shoulders and upper back**
Extend one arm out straight in front of you. With the other hand, grab the elbow of the outstretched arm and pull it across your chest, stretching your shoulder and upper back muscles. Hold for a few seconds and then release. Repeat with other arm.
- Stretch your back and shoulders with a "leg hug"**
Sit on the edge of your chair (if it has wheels, wedge the chair against the desk/wall to make sure it doesn't roll). Put your feet together, flat on the floor. Lean over, chest to knees, letting your arms dangle loosely to the floor. Release your neck. Bring your hands behind your legs, right hand grasping left wrist, forearm (or elbow if you can reach that far), left hand grasping the right. Feel the stretch in your back, shoulders and neck. Hold for a few seconds and then release your hands to the floor again. Repeat three times.
- Look up to release upper body**
Sit up tall in your chair or stand up. Stretch your arms overhead and interlock your fingers. Turn the palms to the ceiling as you lift your chin up, tilt your head back, and gaze up at the ceiling. Inhale, exhale and release.

GRANITE PEAKS DISTRICT OFFICE PROFESSIONALS

Karen Harrison is the Director's secretary and the Queen of budgets. She will always go out of her way to help anyone in the department. As the mother of 12, you can always count on her compassion and understanding.

Kris Ard is our department secretary. She is a master organizer and purchaser and is always there to take care of our supply needs. She is also amazingly creative and willing to lend a hand.

Traci Pritchett is the newest member of our department. She manages payroll, submits hiring forms, and will make the graduation diplomas. She has been a great addition to our office.

Cathy Farnsworth has been the Mill Hollow secretary for over 20 years and is indispensable with her knowledge and expertise. You can always count on Cathy to do everything with a smile on her face.



Front Row: Traci Pritchett, Cathy Farnsworth, Kris Ard
Back Row: Deb Dutson, Karen Harrison

Submitted by Marie Orton: Part time Board Member

My favorite way to kick off the **Holiday Season** is attending and volunteering at the Festival of Trees at the South Towne Expo Center, December 4th-7th. It is a great fundraiser for Primary Children's Hospital. All proceeds go directly to the Hospital to help these amazing children!

Check out this link for more details.

<http://www.festivaloftreesutah.org/>



Desert Star Playhouse is a great family night out!
Now Playing -
Miracle 42nd Street



First annual Salt Lake 5k!
Stay after for the
Gateway Tree Lighting!

<http://www.runsanta.com/>

This is always a great time of year to Volunteer in your community. If you are looking for an organization to help out please check out these websites.

<http://www.volunteermatch.org>

<http://admin.slco.org/volunteer>

<http://www.uw.org/getinvolved/volunteer>

These are just a few ways to give back! It's a great way to help out any time of year! ☺

We would love to have you become a part of our team. Join GAEOP! \$15.00/yr. Contact Kari Parry, Membership Chair at: kmparry@graniteschools.org, or you can fill out the form below and send it to Kari Parry, Taylorsville High:

Name: _____

Location: _____

Birthday: Month _____ Day _____

Employee ID # or SS#: _____

Cash: _____ Check: _____ Payroll Deduct: _____
(Make check payable to GAEOP)

Signature: _____

Join us
on
Facebook



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



Next Article
Deadline:

December
15th

“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 editors via email:

ctlynch@graniteschools.org or
tdhimmelberger@graniteschools.org

We reserve the right to accept, edit, or reject any material submitted.

The deadline for contributing materials is the 25th of each month.

GAEOP is affiliated with:

UAEOP

Utah Association of
Educational Office Professionals

NAEOP

National Association of
Educational Office Professionals

GO TEAM
Together
Everyone
Achieves
More



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Donnette McNeill-Waters – Director, Human Resources
Verneita Hunt – Assoc. Director, Human Resources
Jane Lindsay – Director, School Accountability Services
Vickie Burrow – Eastwood Elementary
Teresa Himmelberger – Payroll Office
Danielle Kitchen – School Accountability Services
Kari Parry – Taylorville High
Gaylynn Osness – Bennion Jr.

The advisory committee meets the 2nd Thursday of each month to discuss issues concerning the Granite School District office professionals.