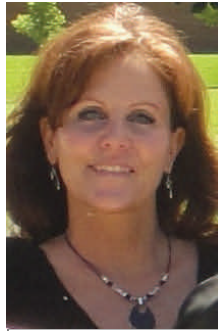




## Mission Statement

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

I love this time of year and all the joy that comes with it. There is nothing better than watching a favorite Holiday show (mine is "White Christmas"), seeing children open presents, singing in a choir, participating in a play, spending time with family, decorating the house, or baking cookies. All of these activities bring joy and happiness to the holiday season. My fondest memories are traditions that have been passed down for generations.

The holiday season can be stressful. Have you ever been in a store on Black Friday and witnessed two people fighting over an advertised item. I have, more times than I can count, and I found myself wondering if the item was really worth the ensuing conflict. For me, I would much rather wander through the store singing along to the Christmas music than have something material break my spirit. Here are a few helpful tips that may help you this holiday season:

- *Make yourself #1. If you are healthy, relaxed and happy, you will be more available to others and better able to manage stress and enjoy the holidays. Go for a long walk, get a massage or take time out to listen to your favorite music or read a new book. All of us need some time to recharge our batteries.*
- *Remember what's important. Remind yourself that what makes a great celebration is loved ones, not store-bought presents, elaborate decorations or gourmet food.*
- *Help someone out in need. There is no greater joy than giving to others. My kids look forward to this time of year, just so we can go shopping or make dinner for a family that is less fortunate.*
- *Treat each other with kindness and respect and never let a day go by without telling your family, children and friends that you love them.*

I appreciate all that you do for the children of our schools and the support you offer as office professionals of this district. May you find your happiness this holiday season and look forward to an even better New Year!

*Teresa Himmelberger  
GAEOP President  
Together We Can...Sail On*

**"We should make the Yuletide season an occasion not merely for the giving of material things but an occasion for the giving of that which counts infinitely more ... the giving of self."**

~ J.C. Penney

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# Kearns Junior High Office Staff

Submitted by: Cris Brimley, Junior High Board Member



## Tresa Brown, Principal's Secretary

Tresa started at Kearns Jr. during the 2013-2014 school year as a Para in the self-contained behavior unit. Prior to that, she was the primary caregiver to her live-in mother who suffered from Dementia. She celebrated her 25th anniversary in August. She and her husband have one son who is a senior at Cottonwood High. She was born and raised in Salt Lake but moved to Las Vegas six months after she and her husband married and they lived there for 15 years. In her spare time she likes to watch sports, GO UTES! She loves gardening, reading, traveling and spending time with her family! Welcome aboard Tresa!



## Amy Torres ~ Bookkeeper

Amy has worked for Granite School District since 2008, starting out as an hourly secretary, then became a secretary in Human Resources in 2009. From there she moved to Kearns Jr. in February of 2010. She is married to a wonderful man and they have two beautiful children Tyson, 12 and Nichole 9. In her spare time she does photography ~ Amy Nichole Photography. She says she loves capturing moments in the lives of others. She is also working on her undergrad in social work through BYU Idaho and hopes to put that to good use within the school system.



## Michelle Raymond, Registrar

Michelle has worked for Granite District for 14 years. Ten of those years have been at Kearns Jr. High. She helped raise 14 children (five are her own) and she has 18 grandchildren and 1 great-grandchild on the way. She loves to travel and one of her hobbies is singing. Her favorite thing is making people laugh or smile. Thanks Michelle, keep up the great work!

## Dates & Deadlines:

December 2, 2014	GSD Board Meeting
December 11, 2014	GAEOP Board Meeting
December 15, 2014	LINK Articles Due
December 22, 2014 - January 2, 2015	Winter Recess
March 13-14, 2015	UAEOP Annual Conference Salt Lake City
June 10, 2015	GAEOP Professional Development Day Location TBA
July 22-25, 2015	NAEOP 81 <sup>st</sup> Annual Conference & Institute Buffalo, New York

**Workshops have been scheduled for the following dates and times:**

**January 20<sup>th</sup>, 23<sup>rd</sup>, 26<sup>th</sup>, 28<sup>th</sup>, & 29<sup>th</sup>.**

**Classes will be offered from 6:00 - 8:00 am and 4:00 - 6:00 pm.**

**Watch for more information.**



Kudos to the following office professionals that have been recognized as a "Customer Service Star" in the Granite School District Employee Link newsletter.

***Milena Pehar, Lincoln Elementary  
Kelly Fowler, Granite Technical Institute  
Kathy Roos, Granite Technical Institute***

Do you want to recognize a colleague for a recent accomplishment? Honor a fellow office professional for a recognition? Thank a friend for helping you on a project?

We want to hear from you so that we can let everyone know that Granite School District Office Professionals are awesome!

Please send kudos to Danielle Kitchen at [dfkitchen@graniteschools.org](mailto:dfkitchen@graniteschools.org)

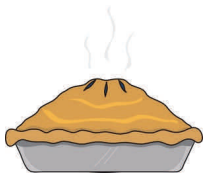
## GAEOP Quarterly In-service



On Thursday, November 20, 2014, Jo Crawley and Verneita Hunt from Human Resources presented a “Wings, Drumsticks & Wishbones” inservice. They answered questions about the hiring process, volunteers and HR forms. Thank you Jo and Verneita for a very informative workshop.



## GAEOP Open House - Pie On Us



On Thursday, November 20, 2014, the first annual GAEOP Open House was held. GAEOP members and non-members were invited to attend to talk with the GAEOP Board, peruse the annual budget and submit ideas for the association. It was great to see and talk with all who could attend.



*Our thoughts are with those who 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 Teresa Himmelberger or Darla Williams.*

## Power of a Positive Attitude

submitted by Kathy Roos, Treasurer

Do you have a positive attitude? More importantly, do other people think you do? Staying upbeat can be challenging when things aren't going well at work or with the family. Our society understands that and has responded to the problem with a bevy of positive attitude books and power of positive thinking messages. But then we struggle to understand how to have a positive attitude when you lose a job, a marriage fails, or a child is struggling with health problems. While it is possible to exude self-confidence that is reinforced by positive affirmations, it takes consistent effort. Below are 12 reliable tips for improving your state of mind to cultivate a positive attitude.



### 1. Give thanks for each day.

Whether you say it to yourself or pray about it, express gratitude for all the things you take for granted, including your place to live, family, employment, clothes, neighbors, transportation, education, sunshine, food choices, health, and freedom. Even if you have just some of these things, or small amounts of them—like a high school diploma instead of a college degree—be thankful that you have even that much. Americans enjoy the top 10% of the world's wealth; now, that's something to be glad about.

### 2. Count your personal blessings.

In addition to general gratitude, look for personal benefits in your life. These could include things like a clear mind, a fit body, nice furniture, a social life, leisure time, trustworthy friends, health care insurance, entertainment opportunities, and a host of other things that you wouldn't notice unless they were taken from you. You can even make a list and add to it as more things come to mind. Then when you are feeling down, read your list to be reminded of all the good things in your life.

### 3. Do a good deed without telling anyone.

Isn't it exciting to help people without them knowing it? Imagine the surprise on a single mom's face when she receives an anonymous delivery of groceries or a gift card for a free oil change. How about a child's delighted grin when he finds a bicycle with his name on it on the back porch or receives a gift certificate for the athletic equipment store? An elderly neighbor might gasp in shock to find her flower beds weeded one morning. There are plenty of good deeds waiting to be done by caring people like you. The surprising reward is you will feel better about yourself and the world at large, too.

### 4. Forgive an old hurt.

Holding a grudge for weeks, months, or years can keep a sour expression on anyone's face. Contact the person who has wronged you, using email, telephone, or a note card, and express your forgiveness in kind, not controlling words. You will feel empowered by your ability to demonstrate strength of character in humility and forgiveness, which can open the door to restored relations and help you feel better about your magnanimous actions.

### 5. Ask to be forgiven.

If you have wronged someone but stubbornly refuse to admit it, now is the time to seek forgiveness. Call or write to say you're sorry. If the recipient of your apology gives you a hard time, thank him for listening and mention you have to get going. By remaining polite and respectful, your apology will let you get the old burden off your chest, no matter how the other person reacts. You'll feel better, stronger, and freer automatically.

### 6. Appreciate your belongings.

Have you ever noticed the quality of your hand-sewn leather shoes? How about the unbeatable taste of Grandma's award-winning apple pie recipe? Do you enjoy the feel of leather in your late-model car? Isn't it great crashing on your sofa after a trying day at work? All of these material comforts may seem small when compared to other things, but they are priceless in their own way, providing emotional and physical comfort as well as ownership pride and satisfaction. Be happy that you can afford leather shoes, and that you have a grandmother who bakes, and that you can relax in the privacy of your home. Many people do not have these things.

*Continued on next page.*

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### 7. Compliment someone.

When you feel truly lousy and just don't want to be bothered, say something nice to the next person you see, assuming it isn't someone to avoid. Making a positive statement about a person's appearance, attitude, health, or job performance can help him or her feel better, and you will feel good, too, for improving that person's day.

### 8. Admire the view.

Find a comfortable seat outdoors and admire the scenery around you. This could be at a small urban park near your workplace during your lunch break, a cluster of trees in your neighborhood, or a country drive in the evening or over the weekend. Pastoral scenes help to rid your mind of stressful images and are conducive for helping you to relax and feel good about nature and life.

### 9. Donate something.

If you have something in your home that you're not using, give it to someone who can use it. People in need of these things may appreciate an extra television, a second crock-pot, or a computer printer that you've replaced. If you don't know someone who needs a spare, give it to a donation store and collect the tax receipt. Both outcomes should put a smile on your face.

### 10. Volunteer to help the needy.

If you have a busy schedule, perhaps helping once a year will be enough. Otherwise, try to donate a few extra hours each month to aid those in need. This might take the form of registering runners in a charitable marathon, delivering meals to shut-ins, or driving elderly persons to doctor appointments. There are numerous ways to offer assistance, which will make you feel needed and appreciated.

### 11. Sing a song.

Admit it—it's hard to sing and stay in a bad mood! When you start to feel down and need to get back a positive attitude, hum or sing to yourself a childhood favorite or a contemporary pop hit. Either way, your spirits are bound to be lifted, boosting your self-confidence.

### 12. Smile!

Whenever you get a case of the grumps, look in the mirror and smile! You will truly smile at seeing your image in an artificial posture of gaiety. Practice your smile in front of the mirror until you find one you like—then share it frequently with those around you to demonstrate the power of positive thinking, as they probably will smile back, thus reinforcing your friendly efforts. Even when you're sick, angry, or sad, remember to smile as you catch others' glances at work, in the supermarket, and especially at home among your loved ones. A smile is contagious and promotes good will as well as a favorable impression of the one wearing it.

So now you know how to have a positive attitude. By repeating positive affirmations like those outlined above, you will become a more positive person, the type of person that others enjoy to be around, rather than the sourpuss that most go out of their way to avoid. Share your positive attitude with others to make the world a better place!

## GAEOP Awards & Scholarships

submitted by Carol Berlin, Awards & Scholarships Chair



Do you know an outstanding office professional? Do you work with an amazing administrator? It's time to start thinking about who you can nominate for the GAEOP Awards and Scholarships. (The hard part will be narrowing it down to only nominating a few!) Applications and deadline information can be found on the GAEOP web page at <http://gaeop.weebly.com/scholarships--awards.html>. The awards and scholarships available are:

- ◆ GAEOP Administrator of the Year
- ◆ GAEOP Office Professional of the Year
- ◆ GAEOP Part-time Office Professional of the Year
- ◆ Winona Fullmer Member Scholarship
- ◆ Helen P. Metos Student Scholarship

Please call Carol Berlin at 385-646-4513 if you have any questions.

# Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



- Debbie Paul - December 1**  
*Taylorsville High*
- Sandra Clifford - December 2**  
*Prevention & Student Placement*
- Sharon Chaus - December 3**  
*Hunter High*
- Jenny Jackson - December 3**  
*Eisenhower Jr. High*
- Bonnie Linder - December 3**  
*Brockbank Jr. High*
- Jeri Maples - December 5**  
*Kearns High*
- Tawni Brown - December 11**  
*Valley Crest Elementary*
- Linda Thompson - December 13**  
*Wasatch Jr. High*

- Kristina Barr - December 14**  
*Bonneville Jr. High*
- Sandy Memales - December 14**  
*Granite Police Department*
- Norma Asplund - December 15**  
*Jones Center*
- Amy Fromm - December 17**  
*Human Resources*
- Tammy Pearce - December 18**  
*Taylorsville High*
- Cindy Venz - December 19**  
*Cottonwood High*
- Cleo Reid - December 20**  
*Frost Elementary*
- Michelle Berry - December 21**  
*Food Services*

- Juanita Carter - December 22**  
*Human Resources*
- Rossy Martinez - December 22**  
*Retired*
- Michelle Ostmark - December 22**  
*Academy Park Elementary*
- Julie Shorts - December 23**  
*Granger High*
- Julie Martinez - December 24**  
*Human Resources*
- Susan Seals - December 25**  
*Twin Peaks Elementary*
- Stacy Bushell - December 26**  
*Cottonwood High*
- JaNan Himmer - December 29**  
*Monroe Elementary*

## Recipe Corner



We know that everyone has a favorite holiday recipe, but this one from **Jana Klein**, secretary in Resource Development, is hard to top! It makes for great neighbor gifts, if you could possibly spare a bag or two.

### Goey Chex Mix

- Mix together in a large bowl:
- 1 box Golden Grahams cereal
  - 1 box Rice Chex cereal
  - 2 c. coconut
  - 2 c. sliced almonds

- Bring to a boil:
- 1 ½ c. sugar
  - 1 ½ c. light Karo syrup
  - 1 c. butter
- Let boil for 3 – 4 minutes.

Cool slightly and pour over cereal, coconut and almonds.  
Mix well and Enjoy!

## Welcome New GAEOP Members!

The following is a list of new GAEOP members...welcome aboard! So happy to have you part of our crew. If your name is missing from this list or you would like to join GAEOP, please contact Traci Pritchett at [tpritchett@graniteschools.org](mailto:tpritchett@graniteschools.org).



- Jamie Christensen - Human Resources**
- Lyndsay Fraser - GTI**
- Jana Klein - Resource Development**
- Stephanie Maarse - Human Resources**
- Nancy Madrid - Cyprus High**
- Phyllis Mangum - Accounting**
- Diana Pennington - Communications**
- Consuela Reynoso - Churchill Jr. High**
- Bonnie Seastrand - Truman Elem.**
- Marilyn Strong - Cyprus High**
- Janet Tingey - Jones Center**
- Cynthia Turner - Kennedy Jr. High**
- Courtney Williams - Curriculum Services**

## Farewells/Retirements



The following office professionals are leaving Granite School District. We wish them well on their new adventures!

- Judy Anthony**  
*Copper Hills Elementary*
- Georgia Vallejos**  
*Cyprus High*

Next Article  
Deadline:  
December  
15<sup>th</sup>

"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](mailto:dfkitchen@graniteschools.org)

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 20<sup>th</sup> of each month.

GAEOP is affiliated with:  
**UAEOP**

Utah Association of  
Educational Office Professionals  
**NAEOP**

National Association of  
Educational Office Professionals

TOGETHER WE CAN.....



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Visit Our Website

[www.gaeop.weebly.com](http://www.gaeop.weebly.com)

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

## 2014-2015 GAEOP Board Members

**President - Teresa Himmelberger**  
*Advisory, Meet and Confer*  
Payroll Office  
385-646-4311  
[tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org)

**Vice President - Kari Parry**  
*Nominations/Elections*  
Taylorsville High  
385-646-6903  
[kmparry@graniteschools.org](mailto:kmparry@graniteschools.org)

**Secretary - Darla Williams**  
*Birthdays, Well Wishes*  
Hunter Elementary  
385-646-4876  
[dlwilliams@graniteschools.org](mailto:dlwilliams@graniteschools.org)

**Treasurer - Kathryn Roos**  
*Finance*  
Granite Technical Institute  
385-646-4340  
[kgroos@graniteschools.org](mailto:kgroos@graniteschools.org)

**Historian - Cindy McCleve**  
*In-services*  
Matheson Jr. High  
385-646-5290  
[ccmcleve@graniteschools.org](mailto:ccmcleve@graniteschools.org)

**Membership - Traci Pritchett**  
*PSP/GCOP*  
Granite Peaks Lifelong Learning  
385-646-7615  
[tpritchett@graniteschools.org](mailto:tpritchett@graniteschools.org)

**Part Time Board Member - Marie Orton**  
*Facebook*  
Curriculum & Instruction  
385-646-6042  
[morton@graniteschools.org](mailto:morton@graniteschools.org)

**Elementary Board Member - East**  
**Leanne Helbling**  
*Office Professional Week*  
Crestview Elementary  
385-646-4804  
[ldhelbling@graniteschools.org](mailto:ldhelbling@graniteschools.org)

**Elementary Board Member - West**  
**Stephanie Rees**  
*Ways and Means, Weebly*  
Diamond Ridge Elementary  
385-646-4858  
[srees@graniteschools.org](mailto:srees@graniteschools.org)

**Junior High Board Member**  
**Cristine Brimley**  
*Fall Social*  
Churchill Jr. High  
385-646-5144  
[cbrimley@graniteschools.org](mailto:cbrimley@graniteschools.org)

**Senior High Board Member**  
**Karen Bowden**  
*Evening of Recognition Dinner*  
West Lake Jr. High  
385-646-5254  
[kdbowden@graniteschools.org](mailto:kdbowden@graniteschools.org)

**Administrative Board Member**  
**Elaine Wright**  
*Office Professional Week*  
School Accountability Services  
385-646-4535  
[ewright@graniteschools.org](mailto:ewright@graniteschools.org)

**Executive Board Member**  
**Carol Berlin**  
*Scholarships and Awards*  
Teaching & Learning  
385-646-4513  
[clberlin@graniteschools.org](mailto:clberlin@graniteschools.org)

## 2014-2015 Advisory Committee

Don Adams - Assistant Superintendent, Support Services  
Donnette McNeill-Waters - Human Resources  
Verneita Hunt - Human Resources  
Jane Lindsay - School Accountability Services  
Emme Liddell - Taylorsville 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  
Elaine Wright - School Accountability Services

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