

The Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

December 2019

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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White Envelope Christmas

A True Christmas Story... For the Man Who Hated Christmas

It's just a small, white envelope stuck among the branches of our Christmas tree. No name, no identification, no inscription. It has peeked through the branches of our tree for the past ten years.

It all began because my husband, Mike, hated Christmas. Oh, not the true meaning of Christmas, but the commercial aspects of it – overspending and the frantic running around at the last minute to get a tie for Uncle Harry and the dusting powder for Grandma – the gifts given in desperation because you couldn't think of anything else. Knowing he felt this way, I decided one year to bypass the usual shirts, sweaters, ties and so forth. I reached for something special just for Mike. The inspiration came in an unusual way.

Our son, Kevin, who was 12 that year, was on the wrestling team at the school he attended. Shortly before Christmas, there was a non-league match against a team sponsored by an inner-city church. These youngsters, dressed in sneakers so ragged that shoestrings seemed to be the only thing holding them together, presented a sharp contrast to our boys in their spiffy blue and gold uniforms and sparkling new wrestling shoes.

As the match began, I was alarmed to see that the other team was wrestling without headgear, a kind of light helmet designed to protect a wrestler's ears. It was a luxury the ragtag team obviously could not afford. Well, we ended up walloping them. We took every weight class. Mike, seated beside me, shook his head sadly, "I wish just one of them could have won," he said. "They have a lot of potential but losing like this could take the heart right out of them." Mike loved kids – all kids. He so enjoyed coaching little league football, baseball and lacrosse. That's when the idea for his present came.

That afternoon, I went to a local sporting goods store and bought an assortment of wrestling headgear and shoes and sent them

anonymously to the inner-city church. On Christmas Eve, I placed a small, white envelope on the tree, the note inside telling Mike what I had done, and that this was his gift from me. Mike's smile was the brightest thing about Christmas that year. And that same bright smile lit up succeeding years. For each Christmas, I followed the tradition – one year sending a group of mentally handicapped youngsters to a hockey game, another year a check to a pair of elderly brothers whose home had burned to the ground the week before Christmas, and on and on.

The white envelope became the highlight of our Christmas. It was always the last thing opened on Christmas morning, and our children – ignoring their new toys – would stand with wide-eyed anticipation as their dad lifted the envelope from the tree to reveal its contents. As the children grew, the toys gave way to more practical presents, but the small, white envelope never lost its allure.

The story doesn't end there. You see, we lost Mike last year due to cancer. When Christmas rolled around, I was still so wrapped in grief that I barely got the tree up. But Christmas Eve found me placing an envelope on the tree. And the next morning, I found it was magically joined by three more. Unbeknownst to the others, each of our three children had for the first time placed a white envelope on the tree for their dad. The tradition has grown and someday will expand even further with our grandchildren standing to take down that special envelope.

Gavin, Nancy. "White Envelope Christmas" Woman's Day Magazine, December 14, 1982.

This story was the first-place winner out of thousands of entries in the magazine's "My Most Moving Holiday Tradition" contest in which readers were asked to share their favorite holiday tradition and the story behind it. The story inspired a family from Atlanta, Georgia to start The White Envelope Project and Giving101, a nonprofit organization dedicated to educating youth about the importance of giving.

Wishing you a blessed holiday and a relaxing New Year. I am truly grateful for all you do!

*Teresa Himmelberger, CEOE
GAEOP President*





In the
Spotlight
Human Resources

In the Spotlight

Submitted by Gayna Breeze, GAEOP Administrative Representative



My name is Lindsay Koehler and I have been with Granite School District since September 2015. I started in the Accounting Department and transferred to Human Resources two years ago. I have loved working at the District Office and have made many new friends!

I graduated from the University of Utah with a degree in Geology and I have always had a love for the outdoors, hiking, camping, and backpacking. Someday I would love to see some of the amazing geologic formations like the Giant's Causeway in Northern Ireland and The Wave on the Utah-Arizona border (among many others).

Family is very important to me and I claim "favorite aunt" status with all of my siblings. I have several hobbies, including photography, travel, cooking, baking, reading, painting, doodling, listening to podcasts and audiobooks, watching cheesy Hallmark movies, and my favorite: KNITTING. Most of my free time is spent with family, yarn and other crafty things. I love trying new ways to create beautiful things. When I am not doing these fun hobbies, you can find me in downtown SLC playing Pokémon Go.



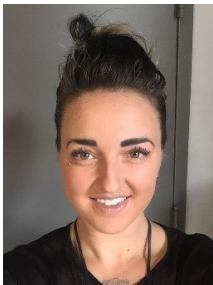
Hi, my name is Jaqueline Carrillo. In 2013, I worked at Utah International Charter School as a kitchen helper and in 2014 I moved up to kitchen manager at Robert Frost Elementary. Shortly afterwards, I left the district to stay home with my kids. Four years later, I am happy to be back at work. I am very fortunate and grateful for the opportunity to join the HR team, especially this time of year when it has calmed down enough for me to be able to train and learn my job position

responsibilities without overwhelming myself too much. As for my personal life, I grew up in Wendover, UT, which is a border town at the UT/NV border. Wonderful town, just not big enough for me. So, I moved out here about 8 years ago and I'm glad I did.

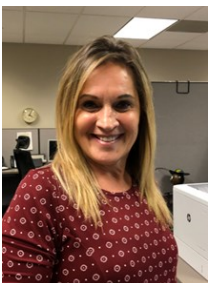
I have two kids, a 4-year-old girl and a 1-year-old boy. While I was a stay at home mom, I was able to finish college and graduated in the spring of 2019 from Salt Lake Community College with an Associate of Science degree in General Studies. Now, I'm just looking forward to the amazing and challenging days in Human Resources with all my welcoming co-workers.



My name is Roberto Lopez and I've worked in Human Resources for almost two years. Originally from Michoacán, Mexico, my family moved to San Pedro California until moving to Utah when I was seven years old. I'm what you might call a volunteer addict, because I am on six community center committees throughout Salt Lake and on the Board of Directors for Project Rainbow Utah. I enjoy community service and taking my three children with me to all my activities. I'm a single father of two beautiful young ladies: Jasmin 13 and Xiomara 11, and one son, Xristian 15. One of my favorite things to do when I have down time is spend it being outdoors or visiting restaurants that I haven't been to because I LOOOOVE FOOD AND BAKING, also enjoy visiting hidden Utah gems like hikes, creeks, hot springs etc. and of course spending time with my family and friends.



My name is Shawni Steiger. I started my career as a Human Resources front desk secretary and I recently accepted the Elementary secretary position. I've been with the district only three months, but I love it here! I am a single mother of three Granite District students, and they say I work for them now. I love music, fashion and interior design. In my down time I love being with my kids, watching movies, laughing and talking over good meals!



My name is Stephanie Maarse. I started with Granite in 1997 as a Sub Secretary in payroll, then moved into an hourly position in the Human Resources office. Shortly after, I was hired on contract and have been there ever since working with classified and secretary employees. I really enjoy working with all the secretaries in my department. We are like family! I am married and have two kids and three grandkids that I love dearly. I enjoy sleepovers with grandkids, camping, horse riding, four wheeling and watching scary movies!

Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP Vice President

New/Changing Position Secretaries:

Marilee Evans – Educator Support

Shawni Steiger – Human Resources (different position)

Jaqueline Carrillo-Valle – Human Resources

Cherilyn Bramall - Human Resources

Nicole Bearss – Olympus Jr. High

Estrella Sanz De La Rubia - Accounting



If you or someone you know is a new office professional for Granite, please contact Julianne Hamblin (jihamblin@graniteschools.org).

Going the Extra Mile—December 2019 Recipient

Submitted by Kathie Woodruff, GAEOP Secretary



Virginia Glaittli—Beehive Elementary

Virginia is incredibly organized and knowledgeable. She keeps all forms and documents user friendly. As a teacher, there are so many things to keep track of. When new forms were required for supply money spending this year, she completed the part I missed without batting an eye. Our school runs smoothly because of Virginia. ~Rebecca Burningham Berrios

Virginia is the heart and engine of our school. She is consistently going the extra mile to make our school run smoothly. When I am short on supplies, she gets them for me. When needing printed information, she provides it in a very organized and clear manner. She helps students before, during, and after school. She makes sure that all classrooms are covered with substitutes when needed. When you are having a rough day, she provides a sympathetic ear and chocolate. Virginia Glaittli is one of the very best things about Beehive. ~Philip Heyrend

Virginia is the most amazing secretary. She not only does her job, but is the heart of our school. Whenever one of our teachers needs to be out sick or has a personal problem, she is there to do considerate things for us so that we can take care of our lives. All the kids and staff love and adore her at Beehive. She has always been the most kind and professional person in our building and she goes above and beyond to make sure we all feel supported and appreciated. It would be great to make her feel the same way with this award. ~Caren Burns

Virginia helps me out with any questions I have about anything going on in the building, and is always willing to help us teachers. She makes our job so much easier. ~Kathy Moore

Virginia is the world's best secretary! She can juggle a dozen things at once - and accomplish all of them! Not only does she take care of all those "secretary" things, she is always going out of her way to do something special for staff members. She decorated the tables for our PD, including a ream of paper for every teacher and pens, sticky notes and Tootsie Rolls to get us through. Yesterday Virginia had a welcome kit for our new aide, and treats and a Halloween gift on my desk. She has made gift bags for all the staff for their birthdays. Virginia is always patient and kind in her thoughts and words. We love her! ~Misty Butterfield

There are not enough words to express how big of an asset Virginia is to Beehive. Virginia goes out of her way to make sure every teacher, custodian, paraprofessional, volunteer, student, and parent feels appreciated and welcomed the minute they step foot into the door. It's the little things she does to make sure everything is absolutely perfect for her Beehive Family. The "little touches" Virginia adds to everything she does for us can be seen from coordinating lunches for professional learning days, decorations throughout the school to match the school theme, home touches added to the faculty room to be more inviting, and remaining at the school until everything is perfect for school to start the next day. Virginia makes it a point to know the students and their families. Her hardworking efforts don't go unnoticed. The detailed thinking that goes into all of her projects are impressive. Virginia, thank you for all that you do, you are loved by all. ~Kimberly Naanes

There aren't adequate words to express just how much Virginia means to not only our staff, but our students, parents, and community! If you ask anyone where the heart of our school lies, it's Virginia! She is so in tune to the needs of everyone around her and continually goes way above and beyond to make sure EVERYONE is taken care and has what they need. I really have no idea when or if she sleeps!! I will never forget the first time walking into the office at Beehive, Virginia was there and gave me the biggest hug! Through that small and simple act of kindness she calmed my nerves and made me feel at home! As a new principal coming into a school mid year, it's a very overwhelming feeling. There is no doubt that I could not have survived without her support, encouragement, knowledge, guidance, and random acts of kindness. She truly is one of kind and has such a genuine heart! She is a ray of sunshine and our school is a much brighter place by her being in it! We love you Virginia! ~KariLee Pate

Going the Extra Mile—December Nominees

Submitted by Kathie Woodruff, GAEOP Secretary

Congratulations to the following office professionals for being nominated for the Going the Extra Mile Award this month.

Cherilyn Bramall	Career & Technical Education
Gayna Breeze	Planning & Boundaries
Jesie Canning	Payroll
Angie Pester	Thomas Jefferson Jr.
Leslie George	Curriculum & Instruction
Sharon Clark	Bennion Jr. High
Marie Tomlinson	Bacchus Elementary



GAEOP GEM AWARD "GOING THE EXTRA MILE"

To nominate a deserving office professional, please use this QR code to access the Google form on our website:



Dates & Deadlines

December 15, 2019	"The LINK" articles due for January
December 17, 2019	Blackboard Training (see page 7)
December 23, 2019	Winter Break begins for schools
January 2, 2020	School resumes
January 9, 2020	Helen P. Metos Student Scholarship due
January 10, 2020	In-service (see page 7)
January 15, 2020	PSP Deadline
January 17, 2020	NAEOP Conference Member Scholarship due
January 20, 2020	"The LINK" articles due for February
May 28, 2020	GAEOP PD Day
July 20-24, 2020	NAEOP Annual Conference Salt Lake City, Utah



Tips & Tricks

*Submitted by Bonnie Seastand,
GAEOP Elementary Representative West*

Put the most important things on your calendar now!

Decide on the things that you and your family want to do and get them on the calendar. Decide before it gets out of control!

Take a day off to work on Christmas preparations by yourself!

Take a day off work, or arrange to have a day to yourself for Christmas preparation. This could include shopping, cleaning, baking, or whatever you need to get done. Make this a day free of distractions!

Cook the turkey the day before your holiday meal.

This is a great way to free up the oven for the next day items that need to be prepared. Cook it, let it cool a bit, wrap it good and refrigerate. The next day, slice it, arrange on a platter and warm.

Shop on line as much as possible.

This will reduce stress and is a great time saver. You could also support local shopping as well.

Make a hot drink in your crockpot.

Making hot chocolate or wassail in your crockpot will allow guests to serve themselves. Have crushed peppermint, mini marshmallows, mint chocolate chips or flavored coffee creamers available for an added flavor.

Clean up as you work.

Fill your sink with hot water ready for you to clean up as you go.

These tips were found on Pinterest.

Tried & True Recipe

Submitted by Marguerita Davilla-Telck

Festive Beet Salad

- 1 bag Arugula
- 1 Red Onion - sliced thin and quartered
- 16 oz. Pickled Beets
- 5 oz. Goat Cheese
- 1 large or 2 small Avocado - cut into small bite size pieces
- 1/2 cup Raw Pine Nuts – you can slightly roast them for a more intense flavor
- Reduced Balsamic Vinegar

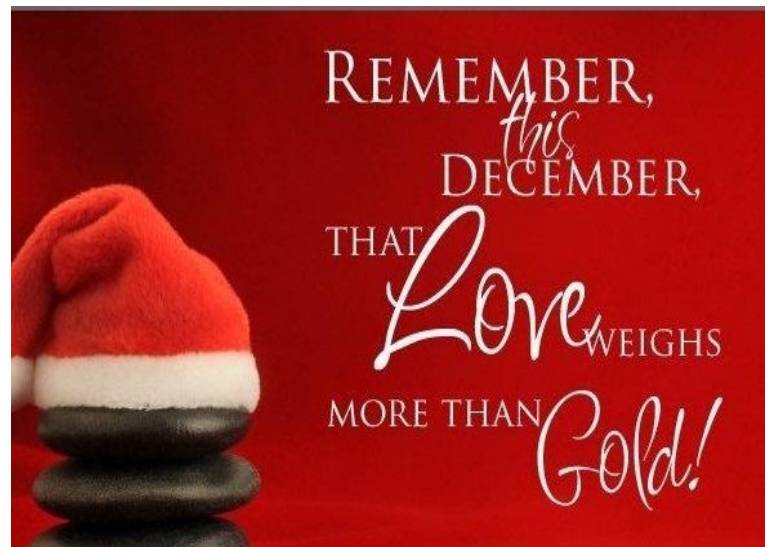


This is my own recipe. I'm not super good at measuring and I do everything to taste. I have included sizes to give you an idea of what you would want to pick up at the grocery store. I start by laying the arugula out (on a pretty platter so it's more of a display,) then sprinkle with sliced red onion, drained pickled beets, bits of goat cheese, avocado and finally pine nuts. I do them in this order so red juice from the beets does not get all over everything and it looks festive for holiday meals. You can drizzle the balsamic vinegar over the entire salad or let people do it individually.

Salad will serve quite a few but with the above ingredients, you can create a large one that would easily serve 8-10 people. Happy Holidays!

Our Ripples

Submitted by Stephanie Rees, GAEOP Newsletter Editor



Fall Social & Service Project



This is just a tiny bit of what was done. Over 225 coloring kits, 40 boxes of crayons and 36 coloring books.



Service project delivery to Shriners Hospital



Scholarship Information

Helen P. Metos Student Scholarship

\$500. Deadline Thursday, January 9, 2020

NAEOP Conference Member Scholarship

Up to \$750. Deadline Friday, January 17, 2020

Winona Fullmer GAEOP Member Scholarship

\$250. Deadline Friday, March 20, 2020

<http://gaeop.weebly.com/scholarships-awards.html>

Noteworthy News

Submitted by Teresa Himmelberger, GAEOP President

*Recently, a request from the Granite Education Foundation came via email about their desire to start a scholarship in Linda Mariotti's name. The GAEOP Executive Board met on November 20, and unanimously voted to donate \$50.00 to the foundation. We are grateful for all the foundation does for the district and we're happy to participate.

*The GAEOP Executive Board voted to donate \$100.00 to the Granite Education Foundation to help the students/families in the district. The foundation has been a great supporter of GAEOP over the years, so we were happy to pay it forward. Both donations were from our savings account.

*GAEOP held their Fall Social at Wheeler Farm in October. We had delicious food from Texas Roadhouse, then went to work tying childrens quilts and putting together coloring kits for Shriners's Hospital. Diane Roberts and Carol Seastrand coordinated the event, and then delivered over 225 coloring kits, 4 quilts, and extra coloring books and crayons we had acquired. Thank you Granite Office Professionals for your willingness to jump in and contribute your time and talents for our service projects.

*Due to personal reasons, we had some vacancies on the GAEOP Board. A vote was taken at our board meeting to appoint three members to the GAEOP Executive Board: Bonnie Seastrand, Elementary West Representative, Cindy McCleve, Junior High Representative and Celeste Bauer, Senior High Representative. Thank you ladies for stepping in!

NAEOP Conference 2020

How valuable is learning to you?

If you had the opportunity to attend a national educational office professional conference with expenses paid, would you want to invest in lifelong learning?

GAEOP has funding available to provide the opportunity for Granite office professionals to attend the NAEOP Conference, July 20-24, 2020 at the Little America Hotel. The great thing about this conference is you can choose what time works best for you to attend Summits and breakouts. You may only have time to attend one day or all four, the choice is up to you.

If you are interested in this opportunity, click on this link provided <https://forms.gle/8XP1HxYqc7vTBpCu5>. You will be contacted with additional information at a later date. Registration for the conference will begin in January 2020, so do not delay!



The Benefits of GAEOP Membership

“Always Stand Tall”

GAEOP is a voice for office professionals within the district.

WITHOUT MEMBERSHIP-THERE IS NO ASSOCIATION.

GAEOP provides...

- * An advisory committee is established by the President. Meetings are held to advocate for office professionals
- *Representation with administration during Meet and Confer
- *Quarterly training and in-service opportunities. Attending these helps you learn new skills and earn your PSP/GCPS certification. That equals more \$\$ for you
- *"The LINK" monthly newsletter
- *Opportunities to network with other secretaries to create support systems and friendships
- *A small gift on your birthday and Administrative Professionals Week
- *Professional Development Day planned for all office professionals

Renewing or joining is easy! Say yes to payroll deduction and a one-time charge of \$15 will be taken from your next paycheck. Payroll deduction simplifies the process and gives an accurate record. Checks will still be accepted

To sign up, renew, or ask a question - email Diane Roberts, Membership Chairman, at droberts2@graniteschools.org

Yes! Please sign me up to be a member of GAEOP for the 2019-2020 school year. My method of payment is...

___ Payroll deduction (\$ 15.00 annually – contract employees)

___ Check enclosed #___

My birthday (month and day) _____ Employee # _____ (for payroll deduction)

Name _____

Location _____

New Member _____ or Renew _____

Please interoffice the tear-away section to Diane Roberts at Bridger Elementary or Teresa Himmelberger in Payroll. Thanks!

In-service Opportunities

Submitted by Gayna Breeze, CEOE, Administrative Representative

Looking ahead: Watch for an email the week before our Christmas break with the sign-up link for the Friday, January 10th classes.

12/17/2019	9:00 am - 11:00 am	C121	Blackboard
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	C121	Collaboration – Sharing Files
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D228	Excel Basics
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D226	One Note
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D314	Calendaring Tricks
Spring 2020 (TBD)		C121	Skype for Business



National Days & GAEOP Member Birthdays!

What fun day does your birthday fall on?

December



1 Eat a Red Apple day

Debbie Paul
Taylorsville High

2 Fritters Day

3 Make a Gift day

Sharon Chaus
Hunter High

Jennifer Jackson
Eisenhower Junior

Bonnie Linder
Hunter Junior

4 Cookie Day

5 Ninja Day

Jeri Maples
Kearns High

6 Miners' Day

7 Write a Letter Day

8 Brownie Day

Lindsey Larsen
Roosevelt Elementary

9 Llama Day

10 Human Rights Day

11 Have a Bagel Day

12 Gingerbread House Day

13 Ice Cream Day

Kristal King
Jefferson Junior

Linda Thompson
Wasatch Junior

Rafael Torres
Granite Park Junior

14 Monkey Day

Kristina Barr
Bonneville Junior

15 Cupcake Day

Norma Asplund
Jones Center

16 Chocolate Covered Anything Day

17 Maple Syrup Day

18 Bake Cookie Day

Heather Bankhead
Hunter Junior

Tammy Pearce
Taylorsville High

19 Hard Candy Day

Cindy Venz
Transportation

20 Ugly Christmas Sweater Day

Chantel Lichenfels
Prevention & Student Placement

Cleo Reid
Frost Elementary

21 Crossword Puzzle Day

Maria Tello
Roosevelt Elementary

22 Flashlight Day

Melissa Maughan
Cottonwood High

23 Roots Day

Julie Shorts
Kearns High

24 Eggnog Day

Carol Niebuhr
YESS

25 Pumpkin Pie Day

Susan Seals
Twin Peaks Elementary

26 Candy Cane Day

Stacy Bushell
Cottonwood High

27 Fruitcake Day

Marilyn Floyd
Plymouth Elementary

28 Card Playing Day

Christine Nelson
Curriculum & Instruction

29 Tick Tock Day

JaNan Himmer
Monroe Elementary

Cindy Huff
Cyprus High

30 Bacon Day

31 New Year's Eve

Jessica Ibarra
Taylorsville High



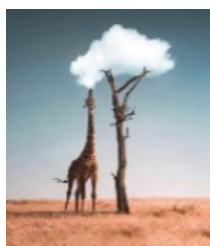


“The Link” is published 10 times per year for approximately 500 office professionals of Granite School District. Contributing materials are welcome and should be sent to the editor via email:

Stephanie Rees
Diamond Ridge Elementary
385-646-2680
srees@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
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Educational Office
Professionals



“Always Stand Tall”



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

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www.gaeop.weebly.com

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Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters - Human Resources
Tina West—School Accountability
Garett Muse—School Accountability
Teresa Himmelberger - GAEOP President, Payroll Office
Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary
Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High
Jackie Hale - GAEOP Historian, Oakridge Elementary
Leanne Helbling - GAEOP Elementary East Rep, Crestview Elementary

The advisory committee meets several times a year to discuss issues concerning the Granite School District office professionals.