



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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GAEOP President's Message



Each day we are tasked to provide customer service, but what does this really mean? One would say, being helpful either with an administrative task or providing information to a patron or colleague. The definition according to the world wide web is:

"the act of taking care of the customer's needs by providing and delivering professional, helpful, high quality service and assistance before, during, and after the customer's requirements are met."

It seems simple enough, but we all know there are those days when we are just not in that mindset. Ask yourself, "What process would help me understand questions I may have and what would make me feel that my questions and needs are being met?" The way we feel when we are provided great customer service is what others are looking for as well.

What makes us great office professionals? Many things come to mind such as being loving, caring, organized, a leader, and a communicator. GAEOP is looking for individuals that possess these attributes. Elections will be held next month to fill positions on our GAEOP Executive Board for the 2018-19 year. I want to encourage each of you to reach out, step out of your comfort zone, become a leader and consider submitting your name for consideration on our Board. Our association is strong because we continue to have individuals that want to lead, share great ideas, be creative and work hard. In the column to the right, Amy Torres, Vice President and Nomination/Election Chairman, outlines the positions that are open and the criteria you will need to be eligible. The nomination/interest form is on page 4.

Our NAEOP President, Lisa Morehouse, has encouraged us to "Accept the Challenge and Become the Difference." Take that first step to get involved to become the difference in GAEOP. We want you!

GAEOP Board Positions Open for Election: 2018-2019

- **President Elect** **1 year**
Must have served as an elected member of the Executive Board and be a member of GAEOP for at least two years. (This is a four-year commitment. President Elect – 1 year, President – 2 years, Past President – 1 year)
- **Vice President** **2 years**
Assists President if a President Elect is not in office. Oversees Bylaws & Nominations.
- **Historian** **2 years**
Keeps track of meetings and events of the association
- **Secretary** **2 years**
Compiles Board and Advisory minutes
- **Membership** **2 years**
Maintains records of current and past members and makes sure all funds are turned into Treasurer.
- **Sr. High Board Member** **2 years**
Attends all regular and special meetings of the Association. Fills any assignments assigned by the President. Attends Board of Education meetings.
- **Elem. East Board Member** **2 years**
Attends all regular and special meetings of the Association. Fills any assignments assigned by the President. Attends Board of Education meetings.
- **Elem. West Board Member** **2 years**
Attends all regular and special meetings of the Association. Fills any assignments assigned by the President. Attends Board of Education meetings.

The GAEOP Executive Board meets once a month to plan trainings and events, and to discuss current issues facing the office professionals.

*Teresa Himmelberger, CEOE
GAEOP President*

*Amy Torres
GAEOP Vice President*



Rosecrest Elementary

submitted by Gayna Breeze, Administrative Representative

In the Spotlight

Christy Margetts, Principal Secretary



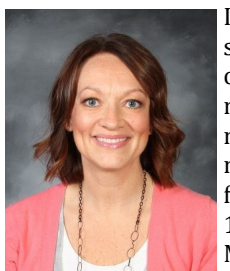
My name is Christy Margetts. I love my job as the principal secretary at Rosecrest. I have been here for 14 years and before that, I was at Lincoln Elementary for 12 years, which I loved also! I have been married to my wonderful husband, Matt, for 33 years. We have twins that are 31 and they both are married and enjoying life! I have three grandsons and two granddaughters! Being a grandma is the best thing ever! I love visiting the beach, with it's sunshine and swimming, and spending time with family!

Shayna Kramer, Office Clerk



Hi, my name is Shayna Kramer and I have worked here at Rosecrest for the last 15 years. I am the attendance secretary as well as well as the lunch recess aide. I have three children, 25, 21 and 13, all three attended school at Rosecrest. I am a huge University of Utah football fan and have had season tickets to the games and a tailgate pass for the last 25 seasons. Go Utes!!!

Kim Winegar, Lunch Clerk



I am Kim Winegar. I work as the lunch secretary at Rosecrest and I love it! I love our students and faculty at Rosecrest. In my spare time I enjoy photography and music. I also enjoy learning new things on my guitar and spending time with my family. I have three children ages 19, 16 & 13. (oh, and one age 48! J) and a dog named Minnie. I love being with my family, creating memories and laughing every day!

February Is...



Heart Health Month

You've heard that heart disease is the number one cause of death for both men and women in the United States. The Heart Foundation reminds us that heart disease is an "equal opportunity killer." What are you doing to help manage your risk and the risk to those you love? Do you know your numbers: *cholesterol, blood pressure, fasting blood sugar, body mass index*? Knowing these numbers can give you a good place to focus as you make positive changes to support your heart. This month would be a great time to discuss your numbers with your doctor and decide on one change you can make to show your heart some love. You might just be surprised at the results. The same changes to eating and exercise habits that help improve heart health can help you feel better in many other ways.



National Library Lovers Month

What is your favorite book? Do you prefer to curl up with a good novel in your hand, or do you prefer to find other ways to read—e-readers, nonfiction, online or audiobooks? The library can help you with all of these formats. National Library Month is a time to celebrate libraries and the awesome resources they provide. We have access to some fabulous libraries. Have you checked out the Salt Lake County Library's website, slcolibrary.org? You can do so much more than just browse the catalog. There are resources to learn all sorts of new things, from languages to computer skills to do-it-yourself auto repair. Granite School District also offers an OverDrive digital library to students and employees. Check out the website, graniteschools.org/edtech/overdrive, for more information. If you have more questions you can talk to your school media specialist or the Educational Technology department.



Inservice Opportunities

submitted by Darla Williams, Inservice Committee Chair

The following inservice classes will be offered this month. More information about the classes, including how to sign up, was sent via email. We hope you enjoy these trainings we offer. Participation has been great. If you have questions or suggestions for future classes, please contact Darla Williams (djwilliams@graniteschools.org.)

Discovery (secondary schools)	Thursday, February 1	8:00 – 10:00 am	C-121, GEC
Discovery (secondary schools)	Thursday, February 1	1:00 – 3:00 pm	C-121, GEC
Planner, Mail, Task, Etc.	Monday, February 5	9:00 – 11:00 am	C-121, GEC
Planner, Mail, Task, Etc.	Monday, February 5	1:00 – 3:00 pm	C-121, GEC

February “Going the Extra Mile” Recipient

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

Jackie Hale, Oakridge Elementary

We are pleased to recognize Jackie Hale as this month’s Going the Extra Mile Award winner. Here are some of the comments from her nomination.



l-r: Christine Drummond, Jackie Hale, Michelle Marsh

“Jackie amazes me on a daily basis with her kindness toward everyone - students, parents, teachers - she brightens our days with her patient smile. She is always available, no matter what I need. Jackie absolutely goes above and beyond for ALL! One example that stands out is, I have a very anxious student, and Jackie walked this student to class every morning until the child felt comfortable walking to class with classmates. One time I left my keys in my mailbox, and she brought them to my room. She looks out for all of our needs. How fortunate we are to have her at Oakridge!!”

~Melanie Mancini

“We had a student that was in the foster care system that attended our school. This student changed foster care parents twice while attending our school. It was a really hard situation. He eventually left our school after receiving a third foster care parent. Jackie hand made this student a crochet doll and personally delivered it to the student and the new foster parent. The student loved it and knew how much they were loved by her!!!”

~Michelle Marsh

An email requesting nominations is sent out at the beginning of each month. The email includes a link to a Google form to fill out the nomination. 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. Some examples may include; providing the highest quality of service, contributing to a positive work place, providing a professional quality of work, being a team player, demonstrating initiative and treating others with warmth, courtesy and respect. If you have any questions or want to nominate someone, please contact Stacy Bushell at Cottonwood High School.



Dates & Deadlines:

February 1, 2018	Discovery Training (secondary)
February 2, 2018	National Wear Red Day to Raise Awareness of Cardiovascular Health
February 5, 2018	Planner, Mail, Task, Etc. Training
February 6, 2018	GSD Board Meeting - 7 pm
February 7, 2018	GAEOP Board Meeting - 4:15 pm
February 12 & 13, 2018	Senior High PT Conferences
February 13 & 14, 2018	Junior High PT Conferences
February 14 & 15, 2018	Elementary SEP Conferences
February 16, 2018	Comp Day for PT/SEP Conferences
February 19, 2018	Presidents Day
Looking ahead:	
March 10, 2018	UAEOP Annual Conference, GEC, Salt Lake City
March 27, 2018	Fullmer Scholarship Applications Due
May 15, 2018	PSP Filing Deadline (NAEOP)
May 31, 2018	GAEOP Professional Development Day Taylorsville High
July 16-20, 2018	NAEOP Annual Conference, Bloomington, MN

Kudos Corner

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

The following people were nominated for the “Going the Extra Mile” award this month. We have so many dedicated and hard working people in our district. It is a pleasure to work amongst all of you. Thank you for the many ways you go the extra mile every day. Please keep the nominations coming and share information about the GOING THE EXTRA MILE award program with your administration, faculty, and PTA.

Lisa Anderson	<i>Moss Elementary</i>
Kris Ard	<i>Granite Peaks Learning Center</i>
Melodee Bennett	<i>Granite Peaks Learning Center</i>
Deb Dutson	<i>Granite Peaks Learning Center</i>
Kim Lovato	<i>Skyline High</i>
Melissa Maughan	<i>Cottonwood High</i>
Rafael Torres	<i>Granite Park Jr. High</i>
Lora Wilhard	<i>Crestview Elementary</i>
Doreen Yates	<i>Skyline High</i>





25th Annual UAEOP Conference **Learn • Connect • Grow**

Saturday, March 10, 2018
Granite Education Center
2500 S State Street, Salt Lake City, Utah

Register online at

[www.2018uaeopconference.
eventbrite.com](http://www.2018uaeopconference.eventbrite.com)

**Once you register,
you will have the option to
pay online or by invoice**

**Before
February 10**



84th NAEOP Annual Conference



July 16-20, 2018
Institute: July 16-17, 2018
Annual Conference: July 17-20, 2018

Check out naeop.org under the Events tab for registration forms and all the details of the NAEOP Annual Conference in Bloomington, MN.

GAEOP Executive Board Nominations

submitted by Amy Torres, GAEOP Vice President



Elections are approaching for the GAEOP Executive Board. We would love to have you join us for the 2018-2019 year!

Qualifications:

- Be a member GAEOP for at least one year
- Be willing to serve other Granite office professionals
- Be willing to work hard and have fun

Fill in the information to the right and send it to

Amy Torres
GAEOP Vice President
antorres@graniteschools.org
or through district mail
Kearns Jr High School

Nomination Deadline is February 20th, 2018



Name: _____

Location: _____

Board Position: _____

Phone: _____

Tell us about "You"

What positions have you held in the district?

Have you previously served on the board?

What are your talents and how will you use those to contribute to the board?

(attach separate sheet if needed)

Tips & Tricks

submitted by Michelle Raymond, Junior High Representative

Is It a Full Moon?

How do we deal with intense explosive situations? We've all encountered them: angry parents, uptight coworkers, mad students, just feeling upset ourselves. Here are a few tips that might help you when you find yourself asking, "Is it a full moon?"

- Listen. Sometimes people just want to be heard. When we listen to what they say we get a better perspective of how someone is feeling.
- Smile. It's contagious.
- Be nice. Getting short or snappy just escalates the situation.
- Use short, simple, clear statements. Don't feed into what they are saying.
- Be caring. Show concern and tell them you want to help them or will find someone who can.
- Don't take it personally.
- Take a breath. Literally, smile and take a breath.
- Once you've dealt with the situation take a walk. Go some place where you can just breathe. Breathe in slowly for 3 seconds, hold it for 3 seconds, breathe out slowly for 3 seconds.

Remember the old adage "You catch more flies with honey."

PSP/GCPS Certificates

submitted by Danielle Kitchen, PSP Committee Chair

Congratulations to these awesome office professionals, who have earned certificates in the Professional Standards Program from NAEOP and Granite School District.

<u>Name</u>	<u>Location</u>	<u>Certificate Level Earned</u>
Gayna Breeze	<i>Planning & Boundaries</i>	Bachelor's; CEOE
Jaquelin Hale	<i>Oakridge Elementary</i>	GCOP
Julianne Hamblin	<i>Fox Hills Elementary</i>	Bachelor's; CEOE
Jennifer Lever	<i>Granite Education Foundation</i>	Bachelor's
Michelle Raymond	<i>Kearns Jr. High</i>	Entry
Leesa Rij	<i>Moss Elementary</i>	Entry
Stephanie Rodriguez	<i>Pleasant Green Elementary</i>	Entry
Rebecca Yund	<i>Olympus High</i>	Master's

Application criteria for obtaining a PSP/GCOP certificate can be found at gaeop.weebly.com/pspgcop.html.

Tried & True Recipe

Submitted by Colleen Hughes, GAEOP Treasurer

Frosted Sugar Cookie Bars

Ingredients

½ cup unsalted butter, softened to room temperature
¾ cup granulated sugar
1 large egg + 1 egg yolk
2 teaspoons vanilla extract
1½ cups all-purpose flour
¼ teaspoon salt
1 teaspoon baking powder
½ teaspoon baking soda
1½ teaspoons cornstarch
½ cup rainbow sprinkles (not nonpareils)



Vanilla Frosting

¾ cup unsalted butter, softened to room temperature
2¼ cups powdered sugar
3 Tablespoons heavy cream or half-and-half
1 teaspoon vanilla extract
salt, to taste

Directions

Preheat oven to 350°F. Line an 8-inch or 9-inch square baking pan with aluminum foil, making sure to leave enough overhang on the sides. Set aside.

In a large bowl, cream the softened butter for about 1 minute on medium speed, then add the sugar and continue beating until fluffy and light in color. Beat in egg, egg yolk, and vanilla. Scrape down the sides as needed.

In a medium bowl, whisk together the flour, salt, baking powder, baking soda, and cornstarch. With the mixer running on low speed, slowly add the dry ingredients to the wet ingredients. The dough is quite thick. Once combined, gently fold in ½ cup sprinkles.

Press the cookie dough evenly into the prepared baking pan. Bake for 25 minutes or until very lightly browned on top. You want the cookie bars to be extra soft, so be careful not to overbake. Allow the bars to cool completely on a wire rack at room temperature before frosting. The center will slightly sink - that is normal.

Make the frosting: Beat the butter on medium speed until creamy - about two minutes. Add powdered sugar, cream, and vanilla extract with the mixer running on low. Increase to high speed and beat for three full minutes. Add more powdered sugar if frosting is too thin, or more cream if frosting is too thick. Add a pinch of salt if frosting is too sweet. Beat in food coloring, if using.

Remove cooled bars from the baking pan using the aluminum foil overhang on the sides. Frost the bars with a thick layer of frosting and decorate with extra sprinkles if desired. Cut into squares. Store bars in an airtight container at room temperature for up to two days or in the refrigerator up to five days.



Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Tiffani Robison - February 4

Olympus High

Cathy Bird - February 6

Skyline High

Michelle Raymond - February 6

Kearns Jr. High

Laurie Atkins - February 9

Kearns High

Kristen Fors - February 10

Special Education

Lyndsay Fraser - February 11

GTI

Rose Elkins - February 12

Purchasing

Deann Jensen - February 14

Bennion Jr. High



Julienne Christensen - February 19

Valley Jr. High

Celeste Bauer - February 20

Upland Terrace Elementary

Teresa Himmelberger - February 21

Payroll

Michelle Foster - February 22

Granger High

Dora Ramirez - February 22

Western Hills Elementary

Diane Roberts - February 22

Bridger Elementary

Barbara Longmore - February 23

Redwood Elementary

Gloria Kidd - February 24

Hunter High

Karalee Olson - February 24

Eisenhower Jr. High

Suzy Peterson - February 25

Matheson Jr. High

Ann Shields - February 25

Matheson Jr. High

Pamela Hopper - February 26

Valley Jr. High

Jana Klein - February 26

Title I

*Our thoughts are with
those that 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
Lesa Campbell or
Teresa Himmelberger.*



Next Article
Deadline:
February
20^h

"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:

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
NAEOP

National Association of
Educational Office Professionals



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

Visit Our Website

www.gaeop.weebly.com

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2017-2018 GAEOP Board Members

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Payroll Office
385-646-4311

tdhimmelberger@graniteschools.org

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Kearns Jr. High
385-646-3501

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Lesa Campbell

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Gayna Breeze

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Executive Representative

Danielle Kitchen

School Accountability
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Elementary Representative - East

Deanne Hampson

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Elementary Representative - West

Julianne Hamblin

Fox Hills Elementary
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Senior High Representative

Stacy Bushell

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Part Time Employee Representative

Jolene Chesnut

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385-646-6553

jchesnut@graniteschools.org

2017-2018 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Jon Adams - School Accountability

Marijean Woolf - Talent Development

Mark Ellermeier - Eisenhower Jr. High School

Teresa Himmelberger - GAEOP President; Payroll Office

Amy Torres - GAEOP Vice President, Kearns Jr. High School

Lesa Campbell - GAEOP Secretary, Carpenter Shop

Gayna Breeze - GAEOP Administrative Representative, Planning & Boundaries

Leesa Rij - GAEOP Membership Chair, Moss Elementary

Julianne Hamblin - Elementary West Representative, Fox Hills Elementary

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