

THE Link

February 2019

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

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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Teresa's Tidbits

GAEOP President's Message



February is National Heart Month. Sadly, heart disease is the leading cause of death for men and women in the United States. Every year, 1 in 4 deaths are caused by heart disease. The good news? We can always do more to keep our health in check by focusing on a few important things.

Schedule a Yearly Checkup. To make it easy to remember, schedule a checkup close to your birthday to have your blood pressure, cholesterol and glucose levels checked.

Get Physical Step, march or jog in place for at least 15 minutes a day while watching your favorite television shows. Increase your activity by five minutes each week until you are getting a minimum of 30 minutes a day for most days of the week.

Drink More Water. Take a water bottle with you wherever you go. It will keep you hydrated, and the bottle's weight will strengthen your arms.

Eat Healthy. Put raw veggies and fruits in the front of your refrigerator and healthy snacks in the front of your pantry, so those are the foods you see first. If you grab healthy foods for a minimum of 21 times, healthy choices will become a habit.

Control Cholesterol. Eat foods such as lean chicken or turkey (roasted or baked, with skin removed), fruits and veggies, low-fat or fat-free dairy products and whole grains. Check out the American Heart Association's recipe section at www.heart.org.

Cut Down on Salt. To help lower high blood pressure, watch your salt intake. It may be disguised in food labels as sodium alginate, sodium sulfite, sodium caseinate, disodium phosphate, sodium benzoate, sodium hydroxide, monosodium glutamate (MSG), or sodium citrate.

Maintain a Healthy Weight. Excess weight increases your risk of heart disease, stroke and diabetes. Each day, if you eat 200-300

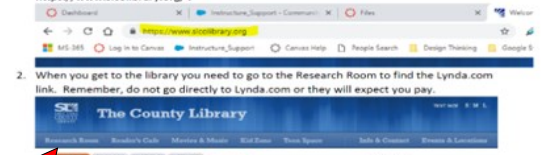
calories less than you would normally consume, and exercise at least 30 minutes on most or all days of the week, you'll get closer to your goal and be able to achieve weight loss that is steady and painless. Give yourself credit and reward yourself by doing something you enjoy.

<https://www.uwhealth.org/go-red/10-ways-to-take-charge-of-your-heart-health/10543>

Professional Development Resource:

Lynda.com is a great resource for all things office professional. They have a wide range of topics in which you can also receive a certificate of completion to go toward your PSP/GCOP. Here is how you can get to the website through the Salt Lake County Library.

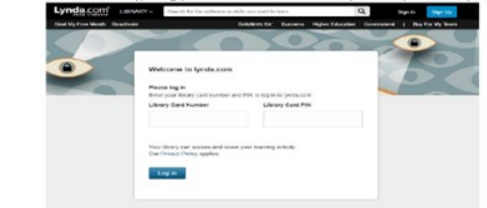
1. Go to the Salt Lake County Library in your browser. The URL is <https://www.slcclibrary.org/>.
2. When you get to the library you need to go to the Research Room to find the Lynda.com link. Remember, do not go directly to Lynda.com or they will expect you pay.



3. Once you reach the Research Room scroll to the Lynda.com square and click on it.



4. At this point you will get the library's Lynda.com login. Use your library card number and passcode. If you don't have a card, you will need to get one. If you live outside of Salt Lake County, bring your Granite ID into the library and they will issue you a card.



I hope these tips will help you start investing in YOU.

*Teresa Himmelberger, CEOE
GAEOP President*

In The Spotlight - Granite Education Foundation

submitted by Gayna Breeze, Administrative Representative

Stormy Goeckeritz



Stormy Goeckeritz began working in Granite School District in 2009. She spent three years at Hunter High School, five years in the Benefits Office and made the move to Granite Education Foundation as an Administrative Assistant 18 months ago. She has loved her time at the Foundation being a part of helping meet the hopes and dreams of Granite students. Stormy's smile and laugh brighten the day of everyone who comes through the Foundation's doors. She has been married to her husband Bryan for 23 years and together they have four kids (two boys and two girls). She also has three fur-babies that she adores. Stormy spends as much time as she can with her family, watching NFL football (Go Eagles!) and working in the yard.

Jennie Jentzsch

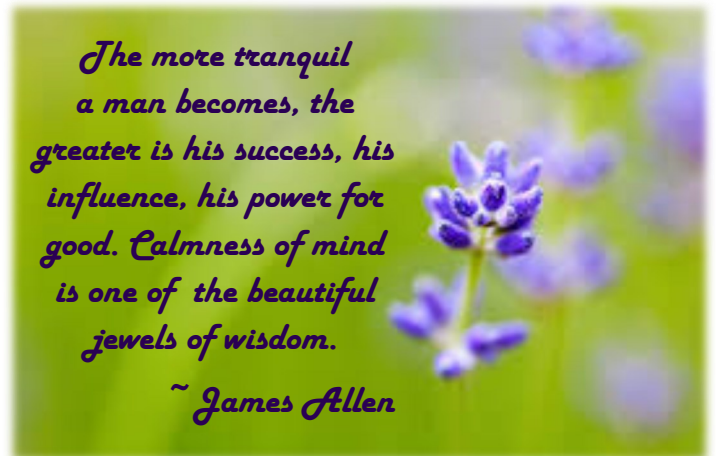


Jennie Jentzsch came to Granite Education Foundation just over a year ago after working in the Juvenile Justice System for three years. As the Foundation's Administrative Support Coordinator, Jennie not only helps everyone who comes into the office, but she also works with counselors and social workers to provide student aid to kids in need across the district. She is currently in school for her Masters of Education after which she plans on becoming a high school counselor. Jennie and her husband Alex just celebrated their one year anniversary. When she's not busy with work, school and internships they enjoy watching movies, cheering on their favorite sports teams (Go Jazz! Go BYU!) and going on adventures from camping trips to playing Pokémon Go.

Audrey Price



Audrey Price has been the Financial Secretary for Granite Education Foundation for four years. In that time she has seen the Foundation grow from just three employees to ten. Because of her experience, it is not uncommon to hear people in the office multiple times a day say, "Ask Audrey! She'll know." And it's true, she always knows! Before coming to the Foundation, Audrey worked in the Information Systems office for 19 years. She has been married to her husband Marty for 34 years and together they have three daughters. Audrey is grandma to six grandkids with one more on the way in April. Apart from spending time spoiling those adorable grandkids, Audrey enjoys traveling and gardening.



In-service Opportunities

submitted by Darla Williams, In-service Committee Co-Chair

Information about the classes, including how to sign up, is sent via email. If you have questions or ideas for future in-service trainings, please contact Michelle Raymond (mraymond@graniteschools.org) or Darla Williams (djwilliams@graniteschools.org.)

Basic Excel, Part 2 (Mail Merge, labels, etc.)	Tuesday, February 5	9:00 – 11:00 am	C121, GEC
Basic Excel, Part 2 (Mail Merge, labels, etc.)	Tuesday, February 5	2:00 – 4:00 pm	C121, GEC
Skype For Business	Tuesday, February 12		

Don't miss our other trainings coming soon:

Basic Office 365 Basics,
Basic Office 365 Intermediate
Professional Development Day (at Skyline High)



February “Going the Extra Mile” Recipient

submitted by Laura Purrington, “Going the Extra Mile” Chair

Diane Gilmore, Fox Hills Elementary



(l-r) Teri Daynes, principal; Diane Gilmore, and Carly Donahue

“Diane is always willing to help with anything and volunteers her time and hard work with many school programs and functions. What she does spans far beyond what is expected of an elementary school secretary. She spearheads programs and always is more than willing to help with anything. I can say with complete confidence that our school is better off having Diane Gilmore as a part of our faculty.”

~Carly Donahue

“Evidence of Diane’s dedication can be seen all over our school. From the imaginative bulletin boards she creates to the Art Show she organizes annually, and even to décor in the office. Beyond her work, she coordinates volunteers to teach the Great Artist program in classes. If there isn’t a volunteer for a classroom, she volunteers her own time to introduce students to famous artists and their works. She enthusiastically takes on any assignment given her and goes out of her way to help wherever she sees a need. We are blessed to have Diane as part of our team.”

~Julianne Hamblin



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 [Laura Purrington](#) at Kearns High School.



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 Kathie Woodruff or Teresa Himmelberger.

Kudos Corner

submitted by Kathie Woodruff, “Going the Extra Mile” Co-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. Thank you for the many ways you go the extra mile every day.

- | | |
|-----------------------|----------------------|
| Michelle Dean-Jackman | Skyline High |
| Carrie DiVall | Armstrong Academy |
| Melinda Losee | Westbrook Elementary |





GAEOP

is looking for Office Professionals
to fill positions on the Executive Board
for the upcoming 2019-2020 year

If you enjoy...

- ◇ Putting your creative mind to work
- ◇ Networking with fellow office professionals
- ◇ Being aware of issues facing (or impacting) office professionals
- ◇ Contributing to positive solutions
- ◇ Being part of a working family
- ◇ Having fun

Then this job is for you!

The following positions are up for election this year and we are accepting nominations now through March 1, 2019.

President Elect (1 year position) - perform duties of the President when President is absent, serve on Advisory Council, Salary and Benefits Committee and Chair the Nomination/Elections Committee (in odd years), attend the NAEOP Annual Meeting, attend Board of Education Meetings and any duties as assigned by President - you must have served as an elected member of the Executive Board for at least two years and must be an active member of GAEOP for two consecutive years.

Treasurer (2 year position) Serve as Chairman of the Budget/Finance Committee, secure necessary signature cards from bank, deposit and disburse Association monies, present financial reports at each Executive Board meeting and at the Annual Meeting, fill any assignments assigned by the President.

Administrative Board Member (2 year position)*

Jr. High Board Member (2 year position)*

High School Board Member (2 year position)*

*These positions are required to attend all regular and special meetings of the Association, fill any assignments assigned by President, attend Board of Education meeting 2 to 3 times per year, work with Membership Chair to welcome new employees and introduce the Association to the locations/schools you are over.

Please send nominations to Julianne Hamblin jhamblin@graniteschools.org or Teresa Himmelberger tdhimmelberger@graniteschools.org.

Tips & Tricks

submitted by Michelle Raymond, Jr. High Representative

Helpful Keyboard shortcuts

Using keyboard shortcuts can greatly increase your productivity, reduce repetitive strain, and help keep you focused. Below are some keyboard shortcuts everyone should memorize and use.

Ctrl+C and **Ctrl+Insert** will copy highlighted text or a selected item. If you want to cut an item instead of copying it, press **Ctrl+X**.

Ctrl+V and **Shift+Insert** will paste the text or object that's stored in the clipboard.

Ctrl+Z will undo any change. **Ctrl+Y** would redo the undo.

Ctrl+F opens the Find field, which allows you to search the text. It can be used in your Internet browser to find text on the current page. **Ctrl+G** repeats a search (from using Ctrl+F).

Alt+Tab switches between open programs moving forward. For example, if you have your browser window open and other programs running in the background press and hold Alt and then press the Tab key to cycle through each open program.

Bonus Tip: Press **Ctrl+Tab** to switch between tabs in a program. For example, if you have multiple tabs open in your Internet browser, press Ctrl+Tab to switch between them.

Bonus Tip: Adding the Shift key to **Alt+Tab** or **Ctrl+Tab** moves backward. If you are pressing Alt+Tab and pass the program you want to use, press **Alt+Shift+Tab** to move back to that program.

Bonus Tip: Windows Vista, 7, 8, and 10 users can also press the **Windows Key+Tab** to switch through open programs in a full screenshot of the window.

Ctrl+S saves a document.

Ctrl+P is used to open a print preview of the page or document currently being viewed.

Dates & Deadlines:

February 5, 2019	Granite School District Board Meeting
February 5, 2019	In-Service: Excel, Part 2
February 6, 2019	GAEOP Board Meeting
February 11-12, 2019	Jr. High P/T Conferences
February 12, 2019	In-Service: Skype for Business
February 12-13, 2019	Elementary SEP Conferences
February 13-14, 2019	High School P/T Conferences
February 15, 2019	Compensatory Day (no school)
May 15, 2019	PSP Filing Date (NAEOP)
May 30, 2019	GAEOP Professional Development Day Skyline High School
July 15-19, 2019	NAEOP Annual Conference, Boise, ID
July 20-24, 2020	NAEOP Annual Conference, Salt Lake City, UT

Tried & True Recipe

Submitted by Jackie Hale, Elementary East Representative

Angel Food Cake

Let me say that when you decide to make this angel food cake (or any other item) make sure that you have enough ingredients! My intention was to make the cake but I didn't have enough eggs; so it is a half recipe. And to top it off... I wanted to make a lemon glaze frosting but...I didn't have any powdered sugar. So I improvised.

You can do your own thing with a topping. My husband just wanted the lemon zest.

So enjoy this recipe. This, in my opinion, and you can't argue with an opinion, is the best Angel Food cake ever, and you'll never want to purchase one again.

One thing to remember, ovens are different and need extra time cooking. To keep the cake from burning I cook from the center shelf and put foil over the top. And because my oven cooks hot I lower my temperature to 350 and cook the cake till the toothpick is clean. I remove the foil the last 10 minutes.

From McCall's Best cookbook

Bake 375 degree for 35-40 minutes or until toothpick comes out clean.

- 1 ¾ cups egg whites (12-14)
- 1 ¼ cups sifted flour
- 1 ¾ cups sugar
- ½ teaspoon salt
- 10 ½ teaspoons cream of tartar
- 1 teaspoon vanilla



1. In large bowl, let egg whites warm to room temperature – about an hour
2. Preheat oven to 375 degrees
3. Sift flour with ¾ cups sugar, resift 3 times; set aside.
4. Beat egg white with salt, cream of tartar, and remaining sugar until stiff peaks form when the beater is slowly raised.
5. With a wire whisk gently fold extract into egg white.
6. Sift flour mixture, onto egg whites gently folding till combined.
7. With rubber scraper, gently push batter into a ungreased 10-inch tube pan. With spatula or knife, cut through batter twice. Invert pan over neck of a bottle or onto plate. Let cool completely.
8. With knife, carefully loose cake from pan.



Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Tiffani Robison - February 4
Olympus High

Sheri Hoffman - February 5
Architectural, Engineering & Construction

Cathy Bird - February 6
Skyline High

Michelle Raymond - February 6
Kearns Jr. High

Debra Dutson - February 7
Granite Peaks

Ramona Shaw - February 7
Bonneville Jr. High

Laurie Atkins - February 9
Kearns High

Kristen Fors - February 10
Special Education

Lyndsay Fraser - February 11
GTI

Rose Elkins - February 12
Purchasing

Jenny Hernandez - February 12
Academy Park Elementary



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

Nancy Morales - February 21
Granite Peaks

Karen Elkins - February 22
Western Hills Elementary

Michelle Foster - February 22
Granger High

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

Stephanie Mason - February 25
Upland Terrace Elementary

Ann Shields - February 25
Matheson Jr. High

Pamela Hopper - February 26
Valley Jr. High

Jana Klein - February 26
Resource Development

Emily Cebrowski - February 27
Transportation



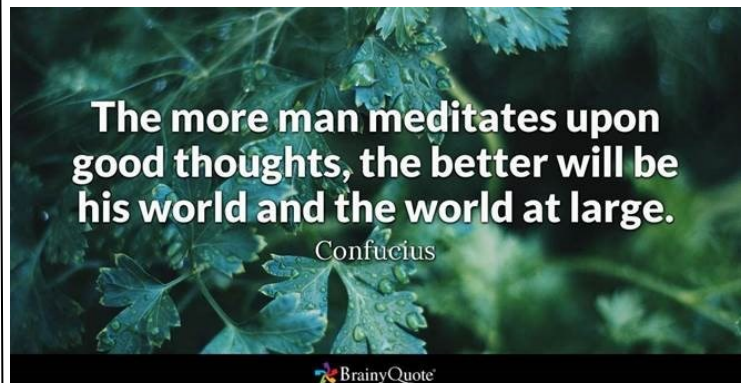
National Association ~ NAEOP



Conference outline and registration
now available at naeop.org.
Click on **Events**.

Our Ripples

Submitted by Diana Pennington, Executive Representative



Next Article
Deadline:
February
20th

"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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2018-2019 GAEOP Board Members

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2018-2019 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Garett Muse - School Accountability, Secondary

Tina West - School Accountability, Elementary

Teresa Himmelberger - GAEOP President, Payroll Office

Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary

Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High

Diana Pennington - GAEOP Executive Representative, Support Services

Diane Roberts - GAEOP Membership Chair, Bridger Elementary

Laura Purrington - GAEOP Senior High Representative, Kearns High

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