



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 received an email recently from a co worker, and I wondered at the time why I was getting it at that moment. It was lengthy, (and yes, I read it all) but I have pulled out some of the items that I felt were important to remember and I want to share those with you.

A young lady confidently walked around the room with a raised glass of water while leading a seminar and explaining stress management to her audience. Everyone knew she was going to ask the ultimate question, 'Half empty or half full?' She fooled them all. "How heavy is this glass of water?" she inquired with a smile. Answers called out ranged from 8 oz. to 20 oz. She replied, "The absolute weight doesn't matter. It depends on how long I hold it. If I hold it for a minute, that's not a problem. If I hold it for an hour, I'll have an ache in my right arm. If I hold it for a day, you'll have to call an ambulance. In each case it's the same weight, but the longer I hold it, the heavier it becomes." She continued, "and that's the way it is with stress. If we carry our burdens all the time, sooner or later, as the burden becomes increasingly heavy, we won't be able to carry on." As with the glass of water, you have to put it down for a while and rest before holding it again. When we're refreshed, we can carry on with the burden - holding stress longer and better each time practiced. So, as early in the evening as you can, put all your burdens down. Don't carry them through the evening and into the night. Pick them up again tomorrow if you must.



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- * *Accept the fact that some days you're the pigeon, and some days you're the statue!*
- * *Always keep your words soft and sweet, just in case you have to eat them.*
- * *Never put both feet in your mouth at the same time, because then you won't have a leg to stand on.*
- * *Nobody cares if you can't dance well. Just get up and dance.*
- * *Some mistakes are too much fun to make only once.*
- * *We could learn a lot from crayons. Some are sharp, some pretty and some dull. Some have weird names and all are different colors, but they all have to live in the same box.*
- * *A truly happy person is one who can enjoy the scenery on a detour.*
- * *Have an awesome day and know that someone has thought about you today.*
- * *AND MOST IMPORTANTLY...Save the earth...It's the only planet with chocolate!*



Meet your “Testing Team” from Student Assessment

Submitted by: Elaine Wright, Administrative Board Member



Erin Wright, Director’s Secretary, Student Assessment

I joined up with the fine folks of Granite School District several years ago in a part-time capacity, hopping from Educational Equity to Payroll while paying my way through a Visual Arts and Design degree. I love art and I love learning, and Granite helped facilitate both. I attended GSD schools during my elementary and junior high years, but I graduated from high school in Moscow, Russia with an International Baccalaureate. Currently, I’m the Director’s secretary in the Student Assessment office where I’m coming up on my one-year anniversary mark. (Huzzah!) I feel very lucky to have worked with many fantastic people over the years - because Granite is literally teeming with them. I look forward to making new friends and learning more about this crazy business we’re running!



Jacquie Angeroth, Assessment Processor, Student Assessment

I’m in my fifth year with Granite School District and am currently one of two assessment processors in the Student Assessment office. I was formerly at Moss and Driggs elementary schools working with students one on one, which was quite different from my many years in retail management. My family and I moved here from Arizona about ten years ago, mainly for the skiing and the change of seasons. :) I have two kids currently attending school in Granite at Driggs and Oly Jr. I enjoy family ski days, hiking, and watching my kids play sports. I love working for Granite because of the opportunities for continued growth and the friendly work environment.



Jill Sandberg, Assessment Processor, Student Assessment

I have worked in the Student Assessment Department since July 2014. Formerly I was working as a Paraeducator at Westbrook and Valley Crest elementary schools for six years. I grew up in Spanish Fork, but married a “city boy” 20 years ago. I have three children—my oldest daughter is at USU, my son is a junior at Cottonwood High, and my youngest daughter is in 6th grade at Smith Elementary in the Chinese Immersion program. I like to read A LOT, take naps, and stitch while watching movies with my family. I also like to travel and go camping in my “new-to-me” trailer. I love being part of the Assessment Team!

Dates & Deadlines:

February 3, 2015	GSD Board of Education Meeting
February 4, 2015	GAEOP Board Meeting
February 12, 2015	Advisory Meeting
February 14, 2015	Valentine’s Day
February 16, 2015	Presidents’ Day
February 17, 2015	GSD Board Study Session
February 20, 2015	LINK Articles Due
March 13-14, 2015	<i>Seize the Day</i> - UAEOP Annual Conference Corner Canyon High School, Draper
June 10, 2015	GAEOP Professional Development Day Location TBA
July 22-25, 2015	NAEOP 81 st Annual Conference & Institute Buffalo, New York



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

Deanne Hampson - Eastwood Elementary School

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

Teresa's Tidbits – continued

Now, the timing couldn't have been more perfect, because I felt like that whole week I had been running around like a mad woman feeling like I was getting nothing accomplished. I thanked her for taking the time to recognize that and giving me some things to laugh about and reflect on. It gave me a fresh perspective on how everything will be ok (eventually). I know that there are days that we are stressed beyond belief, but take a minute, breathe and know that this too shall pass.

February kicks off several events that will be happening in GAEOP.

- ◆ Nominations for an outstanding Administrator and Office Professional of the Year, scholarship for a business student, and a scholarship for an office professional and GAEOP member who is pursuing his/her education. These applications will be coming out in an email this week with all the details. This will include a dinner in their honor on March 26th.
- ◆ Several GAEOP Executive Board positions will be open for the 2015-2016 school year. Watch for the nomination forms coming out mid-February.
- ◆ Lastly, the annual Professional Development day in June. Watch for exciting details to come.

I would love to hear from you with suggestions for classes that you would like to see offered at the June event. I'm just an email away!

Teresa Himmelberger

GAEOP President

Together we can.....SAIL ON

Save the Date

~ Bloom Where You Are Planted ~



GAEOP

~ Evening of Recognition Dinner ~

Thursday, March 26, 2015

5:00 pm

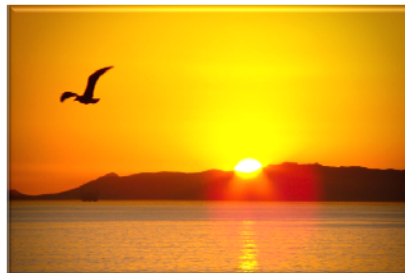
GEC, Programs Building - Room D102

2015 UAEOP Conference

Seize the Day

March 13 - 14, 2015

Corner Canyon High School
12943 South 700 East, Draper



Keynote Speaker - Dr. Matt Townsend

Additional conference information and
online registration can be found at

www.uaeop.weebly.com

UAEOP Administrator & Office Professional of the Year

submitted by Danielle Kitchen, LINK Editor

On Thursday, January 22, 2015, two Granite School District employees were surprised by several UAEOP and GAEOP board members. Brenda VanGorder, Director of Preschool Services, was selected as the 2015 UAEOP Administrator of the Year and Karen Bowden, Principal's Secretary at West Lake Jr. High School, was selected as the 2015 UAEOP Office Professional of the Year. They will be honored at the UAEOP conference in March.

Congratulations to these two outstanding ladies!



Pictured ~ (left) Vicki Coon, UAEOP President; (center) Karen Bowden & Brenda VanGorder, (right) Angela Montague, UAEOP Awards Chairman



Do You Want to Build a Snowman?



You're not just goofing off when you're playing in that fresh snow...you are burning calories! This just might make you wish for a "snow day".

- * Building a Snowman - 70 calories
- * Having a Snowball Fight - 80 calories
- * Shoveling the Driveway - 99 calories

Indulge in a Healthy Indulgence



Valentine's Day is just around the corner, bringing with it an excuse to eat chocolate covered strawberries. The berries offer a dose of vitamin C, while the chocolate (opt for dark, not milk) is thought to provide heart-healthy benefits.

30 Hour Workshop

submitted by Teresa Himmelberger, GAEOP President

The past two weeks have been filled with professional development classes and the learning has been great! The GAEOP 30 hour workshop will be wrapping up with several more classes offered in February. This is your chance to get in-service hours to obtain your PSP/GCOP certificate and receive a monetary stipend. For details on the PSP/GCOP program, go to gaeop.weebly.com, then click on the PSP/GCOP tab. The following classes will be available:



- Utah Retirement Systems / Granite Retirement
- Microsoft Outlook
- Immunizations
- CPR / First Aid

Details of dates and times will be forthcoming. Don't miss this opportunity to continue your education. Also, we would love your input on any classes that have not been provided so we can look into offering those classes in the future.

Attitude is Everything

submitted by Kari Parry, Vice President

“Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.”

~Thomas Jefferson

Psychologists define attitudes as a learned tendency to evaluate things in a certain way and that there are several different components that make up attitudes.

An Emotional Component: *How the object, person, issue makes you feel.*

A Cognitive Component: *Your thoughts and beliefs about the subject.*

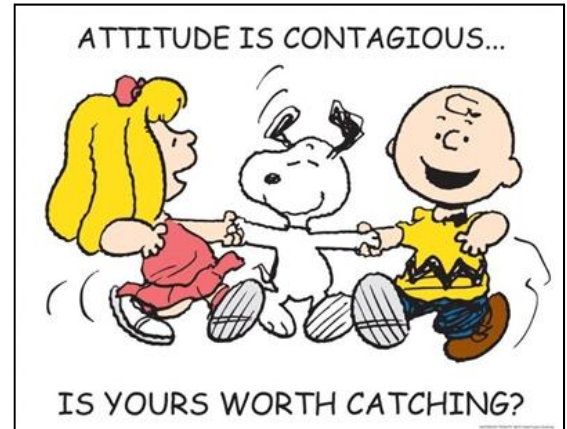
A Behavioral Component: *How the attitude influences your behavior.*

Attitudes form as a result of experience. They may emerge due to direct personal experience, or they may result from observation. Researchers have discovered that people are more likely to behave according to their attitudes under certain conditions:

- ⇒ When your attitudes are the result of personal experience.
- ⇒ When you are an expert in the subject.
- ⇒ When you expect a favorable outcome.
- ⇒ When the attitudes are repeatedly expressed.
- ⇒ When you stand to win or lose something due to the issue.

While attitudes can affect behavior, they are not set in stone. Learning to change attitudes can happen after observing the behavior of others, by being influenced by others or when a conflicting belief about a topic takes place. In short we can control our attitude and make changes when it affects our well-being.

According to Winston Churchill, *“Attitude is a little thing that makes a big difference.”*



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

If you have any questions, please call Carol Berlin at 385-646-4513.



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.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

- | | |
|--|---|
| Cathy Bird - February 6
Skyline High | Deann Jensen - February 14
Bennion Jr. High |
| Debra Dutson - February 7
Granite Peaks | Julie Christensen - February 19
Valley Jr. High |
| Phyllis Mangum - February 8
Accounting | Celeste Bauer - February 20
Upland Terrace |
| Laurie Atkins - February 9
Kearns High | Teresa Himmelberger - February 21
Payroll |
| Kristen Fors - February 10
Special Education | Karen Elkins - February 22
Western Hills Elementary |
| Lyndsay Fraser - February 11
GTI | Michelle Foster - February 22
Granger High |
| Rose Elkins - February 12
Purchasing | Diane Roberts - February 22
Bridger Elementary |



- Barbara Longmore - February 23**
Redwood Elementary
- Jana Klein - February 26**
Resource Development
- Janet Arakaki-Moulton - February 28**
Special Education

Recipe Corner

What is Valentine's Day without a good sugar cookie? I know that everybody has their own preferences where sugar cookies are concerned, but, through MUCH trial and error, I've found that this cookie, as well as frosting recipe works for me and my family. (And – in a pinch, *The Art Garden* sells a pretty good alternative!)

-- **Marsha Smith, School Accountability Services**



Favorite Sugar Cookies

- 1 c. butter
- 1 c. powdered sugar
- 1 egg, beaten
- 1 ½ tsp. almond extract
- 1 tsp. vanilla
- 1 tsp. salt
- 2 ½ c. flour

Cream butter, then add powdered sugar. Blend in egg, almond extract, vanilla, salt and flour. Chill dough until firm. Roll to ¼ inch thickness on well-floured surface. Cut with cookie cutters and place on lightly greased cookie sheets. Bake at 375 degrees for 8 – 10 minutes. Cookies should not brown. Frost and decorate when cool. Makes approximately 2 dozen, depending on the size of the cutters.

Whipped Cream Cheese Frosting

- 1 (8 ounce) package cream cheese, softened
- 1 ½ c. powdered sugar
- 1/8 tsp. salt
- ½ tsp. vanilla extract
- 1 ½ c. heavy whipping cream

Combine the cream cheese, sugar, salt and vanilla in a large bowl mix on medium speed until very smooth. In a separate bowl, beat the cream to stiff peaks. Add the whipped cream to the cream cheese mixture. Mix until well combined and smooth. Put portions of the frosting in separate bowls to add desired color(s). Can store in the refrigerator for up to one week.

Welcome Aboard

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.

Kris Lemon - Brockbank Jr. High



GAEOP Wants You!



Nominations for open positions on the GAEOP Board will take place in February.

Please watch your email for more information about nominations.

Next Article
Deadline:

January
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:

Danielle Kitchen

School Accountability Services
385-646-4525
dfkitchen@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:
UAEOP

Utah Association of
Educational Office Professionals
NAEOP

National Association of
Educational Office Professionals

TOGETHER WE CAN.....



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

Visit Our Website

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

Vice President - Kari Parry
Nominations/Elections
Taylorsville High
385-646-6903
kmparry@graniteschools.org

Secretary - Darla Williams
Birthdays, Well Wishes
Hunter Elementary
385-646-4876
djwilliams@graniteschools.org

Treasurer - Kathryn Roos
Finance
Granite Technical Institute
385-646-4340
kgroos@graniteschools.org

Historian - Cindy McCleve
In-services
Matheson Jr. High
385-646-5290
ccmcclve@graniteschools.org

Membership - Traci Pritchett
PSP/GCOP
Granite Peaks Lifelong Learning
385-646-7615
tpritchett@graniteschools.org

Part Time Board Member - Marie Orton
Facebook
Curriculum & Instruction
385-646-6042
morton@graniteschools.org

Elementary Board Member - East Leanne Helbling
Office Professional Week
Crestview Elementary
385-646-4804
ldhelbling@graniteschools.org

Elementary Board Member - West Stephanie Rees
Ways and Means, Weebly
Diamond Ridge Elementary
385-646-4858
srees@graniteschools.org

Junior High Board Member Cristine Brimley
Fall Social
Churchill Jr. High
385-646-5144
cbrimley@graniteschools.org

Senior High Board Member Karen Bowden
Evening of Recognition Dinner
West Lake Jr. High
385-646-5254
kdbowden@graniteschools.org

Administrative Board Member Elaine Wright
Office Professional Week
School Accountability Services
385-646-4535
ewright@graniteschools.org

Executive Board Member Carol Berlin
Scholarships and Awards
Teaching & Learning
385-646-4513
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 2nd Thursday of each month to discuss issues concerning the Granite School District office professionals.