

# THE Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



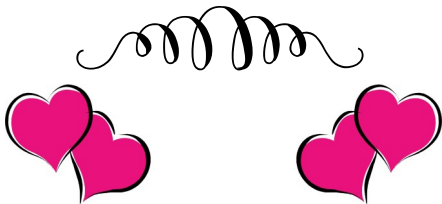
ELEMENTARY · DISTRICT · SECONDARY

February 2017

## 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 Utah Association of Educational Office Professionals and the National Association of Educational Office Professionals*



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## Teresa's Tidbits



Teresa Himmelberger  
GAEOP President



As I was reading this month's nominations for the "Going the Extra Mile" award, I can't express enough how much I appreciate all you do! Each month we hear about office professionals going above and beyond ~ You truly are the best. Keep up the great work!

I am continually looking for ways to improve the work we do by browsing magazines, websites, and yes, even Facebook. I came across some tips on Facebook and wanted to pass this one along. Have you ever sat down to compile an email and are stuck on how to begin? Then you will want to look at these templates. This can be a great resource to help you out with that dreaded email dilemma. Sometimes it helps when you have a template to get you started. <https://www.themuse.com/advice/the-27-key-email-templates-youll-need-in-2017>. If you have a resource or tips and tricks that you would like to share with others, send me a quick email with information and I will pass it along.

I found a quote recently that really stood out to me. It goes like this:

*"There are three C's in life...Choices, Chances, and Changes. You must make a choice to take a chance or your life will never change." ~Author Unknown.*

The GAEOP Board is always making a choice to take a chance, so that we can make some changes. Life can get real humdrum if we always do the same things. We will continue to give you chances to improve yourself. All we ask is that you are willing to make a choice to improve your skills. As the PDD Committee begins planning our annual Professional Development Day to be held on May 31<sup>st</sup>, we are discussing class ideas. We would love to hear from you if there is a class you feel would be beneficial to you and others.

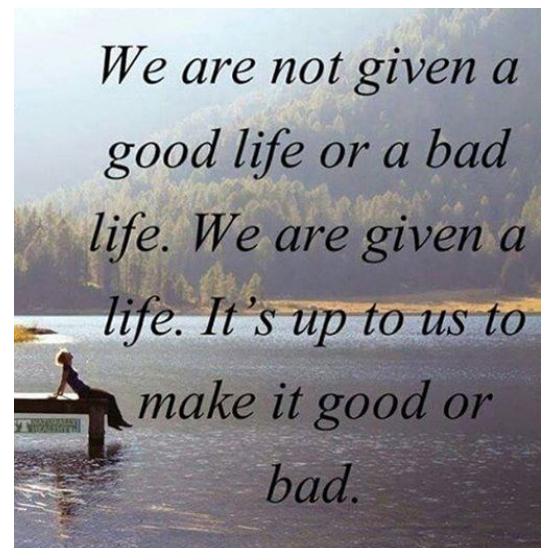
Every day I look for good things that happen, not only to me but to others. I found a challenge that I wanted to share with you. Get an empty jar and fill it with notes about good things that happen. Then at the end of the year, empty it out and read about all the awesome stuff that happened during the year. This is a great way to document all the good in the world. Good luck with the challenge!

GAEOP Elections are coming! Amy Torres, Vice President has included all the details on page 6. Take a *chance* and be part of something great!

Mark your calendar for February 23<sup>rd</sup>, 3:00-5:00 pm, for our annual GAEOP Open House. Details on memberships, drawings, and donations are on page 7. I hope to see you there.

Teresa Himmelberger, CEOE  
GAEOP President

*"Surf the Wave to a Positively Charged Life"*





In the  
Spotlight

## High Schools

submitted by Stacy Bushell, High School Representative



### Meet the Secretaries at Cyprus High School



**Julie Bugger** has been the Bookkeeper at Cyprus for two years. Brenda Zimmerman, Assistant Principal, said, "She has battened down the hatches of our great ship and makes sure we stay afloat." Julie says her favorite thing about her career is the people she works with. Her favorite activity is spending time with her children and grandchildren because they bring her great joy. If she were a super-hero, her super power would be to get from one place to another in an instant.



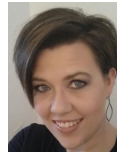
**Kris Carlson** is the Administrative Secretary at the Cyprus-Brockbank Campus. Previously, she was the bookkeeper at Brockbank for 14 years. She has been married for 37 years, has 2 sons and 1 daughter, and 8 terrific grandchildren. Kris says, "I LOVE my family!!" She also loves working with the students at her school and thinks they are so much fun. Kris says the satisfaction of a job well done is what motivates her to work hard. If she were a super-hero, she would choose super memory as her super power.



**Cindy Huff**, Counseling Center Clerk at Cyprus-Brockbank Campus says, "I'm a proud graduate of LDS Business College and I love to continue learning new things." She has been in her position for four years, and says her favorite thing about her career is the people she works with. Cindy strives each day to treat everyone that comes into her office with respect, dignity, and kindness. When she's not working, she loves to go camping and read, read, read. Cindy is already a super-hero "gramma" who showers her little ones with love and attention.



**Brittany Jolley** is the Registrar at the Cyprus-Brockbank Campus. Before that she was at Cyprus High School. Her favorite thing about her career is interacting with the students and staff. She also loves learning new technology through professional development. Brittany says, "watching students succeed at their goals and seeing how happy they are when they achieve their goals motivates me to come every day." When she's not working, Brittany loves to do crafts and hang out with her family. If she were a super-hero, she would choose the super power to make everyone happy.



**Corinne Jones** is the Registrar at the Cyprus High campus and has been in her position for 6 months. She is married and has 3 wonderful kids. Corinne has worked for the District for 10½ years in Accounting, Payroll, Transportation and now at Cyprus. Her favorite movie is *The Devil Wears Prada* and her favorite activity outside work is shopping. Corrine works hard to have a clean desk at the end of the day, and if she were a super-hero, her super power would be to freeze time so she could catch up on things.



## Inservice Opportunities

submitted by Danielle Kitchen, Inservice Committee Chair

The following inservice classes will be offered over the next few months. More information about these classes, including how to sign up, will be sent via email. If you have questions, please contact Danielle Kitchen ([dfkitchen@graniteschools.org](mailto:dfkitchen@graniteschools.org).)

Excel - Advanced	Monday, February 6	9:00 - 11:00 am	C121, GEC
Excel - Advanced	Monday, February 6	1:00 - 3:00 pm	C121, GEC
Immunizations	Wednesday, February 15	9:00 - 11:00 am	Auditorium A, GEC
Immunizations	Wednesday, February 15	1:00 - 3:00 pm	Auditorium A, GEC
Google Forms & Draw	Tuesday, February 21	9:00 - 11:00 am	C121, GEC
Google Forms & Draw	Tuesday, February 21	1:00 - 3:00 pm	C121, GEC
Office 365/One Drive/One Note Intro	Thursday, February 23	9:00 - 11:00 am	C121, GEC
Office 365/One Drive/One Note Intro	Thursday, February 23	1:00 - 3:00 pm	C121, GEC
Fixed Assets & Inventory	Thursday, February 23	11:00 am - 12:00 pm	Auditorium A, GEC
Fixed Assets & Inventory	Thursday, February 23	2:00 pm - 3:00 pm	Auditorium A, GEC
Google Drive/Chrome	Friday, March 3	9:00 - 11:00 am	C121, GEC
Google Drive/Chrome	Friday, March 3	1:00 - 3:00 pm	C121, GEC
Discovery Training - Secondary	Tuesday, March 7	9:30 - 11:30 am	C121, GEC
Power Point/Google Slides	Tuesday, March 14	9:00 - 11:00 am	C121, GEC
Power Point/Google Slides	Tuesday, March 14	1:00 - 3:00 pm	C121, GEC
DCFS Overview	Thursday, March 23	9:00 - 11:00 am	Auditorium A, GEC
DCFS Overview	Thursday, March 23	1:00 - 3:00 pm	Auditorium A, GEC
Social Media	Monday, April 10	9:00 - 11:00 am	C121, GEC
Social Media	Monday, April 10	1:00 - 3:00 pm	C121, GEC

## February “Going the Extra Mile” Recipient

submitted by Stacy Bushell and Jennifer Justesen, “Extra Mile” Award Committee

### Karla Bernal, Beehive Elementary

Here’s what Nichole Higgins, principal at Beehive Elementary, had to say when she nominated Karla for this award. “Karla is the attendance secretary at Beehive Elementary. She was hired this summer, and she has quickly become a great asset to our school. She speaks Spanish, so our Spanish speaking community members always feel welcome in our school. She is kind to every student who comes into the office, and she warmly greets every student who is tardy to ensure they feel welcome at school. She works diligently with our social worker to ensure our students are attending school regularly and provides incentives for students who need support attending school on a regular basis. She already knows many of the names of our students and community members. She is always positive and kind, characteristics that ensure our community feels welcome in their school. As the principal of Beehive Elementary, I feel fortunate to have Karla working in our front office. I always feel confident that anyone who visits our school will leave with a warm feeling after being helped by Karla.”



Nichole Higgins and Karla Bernal

Keep those nominations coming. Emails are sent out each month with a Google form to nominate. 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. **Make sure to include specific examples of how this person goes above and beyond their regular duties.** Examples may include: providing the highest quality of service, contributing to a positive work place, and treating others with warmth, courtesy and respect. If you have any questions or want to nominate someone, please contact Stacy Bushell [sbushell@graniteschools.org](mailto:sbushell@graniteschools.org) or Jennifer Justesen [jjustesen@graniteschools.org](mailto:jjustesen@graniteschools.org).

## Dates & Deadlines:

February 1, 2017	GAEOP Board Meeting (4:15 pm)
February 7, 2017	Board of Education Meeting
February 14, 2017	Valentine’s Day
February 17, 2017	Compensatory Day (no school)
February 20, 2017	President’s Day (no school)
February 20, 2017	Link articles for March issue due
February 23, 2017	GAEOP Open House (3:00-5:00 pm)
March 11, 2017	UAEOP Annual Conference, GEC, Salt Lake City
May 31, 2017	GAEOP Professional Development Day, Cottonwood High School
July 12-15, 2017	NAEOP Annual Conference & Institute, Greenville, SC

## Kudos Corner

These awesome office professionals were nominated for the Going the Extra Mile Award for January and February.

Karen Bowden, *West Lake STEM*  
 Brenda Dahle, *Olympus High School*  
 Tiffani Robison, *Olympus High School*  
 Julie Bugger, *Cyprus High*  
 Cindy Kohler, *Cottonwood High School*  
 Heather Noorda, *Bennion Elementary*  
 Diane Metzler, *Stansbury Elementary School*  
 Amy Torres, *Kearns Jr. High*  
 Jana Klein, *Title I*  
 Judy Godoy, *Kennedy Jr. High*  
 Marcia Cannon, *Hillsdale Elementary*  
 Lisa Turner, *Morningside Elementary*  
 Cris Brimley, *Churchill Jr. High*

# 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*

## Recipe

*Submitted by Darla Williams, GAEOP Historian*

### French Dip Sliders

- 1 lb. deli roast beef
- 1 pkg Au Jus Seasoning Mix
- 1½ c. French fried onions
- ¾ tsp dried minced garlic
- ½ tsp onion powder
- seasoned salt (to taste)
- 1 tsp Worcestershire sauce
- 1 pkg Hawaiian Sweet Rolls



shugarysweets.com

- 10 Tbsp butter, unsalted
- 12 slices Provolone cheese
- sesame seeds, toasted (to taste)

Preheat oven to 350 degrees. Butter the bottom of 9 X 13 baking dish with the softened, unsalted butter.

Without separating the rolls, slice the entire package of rolls in half. Place the bottom half of the rolls in the baking dish. Layer half the cheese, roast beef, onions, remaining cheese, and the top half of the rolls.

In a small bowl, melt butter in the microwave. Mix in 1 Tbsp of Au Jus Seasoning Mix, Worcestershire sauce, sesame seeds, dried minced garlic, onion powder and seasoned salt. Whisk until well combined.

Top the rolls evenly with this mixture (you probably won't need it all – but that is ok because it saves well and is good on steaks, bread, etc.)

Bake the sliders uncovered until the cheese is gooey and the tops of the rolls are golden brown, about 15-20 minutes. Remove and cut sliders with a sharp knife.

While the sliders are baking, take the remaining au jus mixture and place in a small saucepan over medium heat. Add 2 cups cold water and whisk. Bring to a boil and reduce the heat to a simmer to allow it to thicken slightly. Serve au jus with sandwiches.

## GAEOP Scholarships

*submitted by Jennifer Justesen, Scholarship Committee Chair*

**WINONA FULLMER DEADLINE IS QUICKLY APPROACHING!**

The Winona Fullmer scholarship is worth \$250.00 for the furthering of a GAEOP member's education. Remember, the education can be from a college or community education program. If you are currently in or considering college you should apply for this scholarship; every little bit helps, right?

For those who aren't interested in college but love to learn...

- ⇒ Have you ever wanted to take a Microsoft class (Word/Excel/PowerPoint)?
- ⇒ Have you ever wanted to take an art course, Spanish class, math refresher, or a leadership or communication course?
- ⇒ Remember most colleges have non-credit, affordable Community Ed options.
- ⇒ SLCC's classes can be taken completely online.

Check out some of the great opportunities available around you. Here are just a few links to get you started. Most of the classes in these links would be completely covered by the scholarship money!

<http://schools.graniteschools.org/granitepeaks/>

<http://www.ed2go.com/saltlakecc/>

<https://continue.utah.edu/>

Take advantage of this opportunity to expand your skill set. Applications are available at: <http://gaeop.weebly.com/> Hope to see yours soon! Deadline is 4:00 p.m. March 25, 2017.

## February is...

### National Children's Dental Health Month



National Children's Dental Health Month was established to promote the benefits of good oral health. It has been celebrated in various forms since 1941. Attitudes and habits established at an early age are critical in maintaining good oral health and beautiful smiles throughout life (from ADA.org.) GAEOP is collecting donations of items that kids can use to take care of their

teeth. Cute toothbrushes, fun toothpaste, floss and flossers will be donated to those in need through the Granite Education Foundation. Please consider contributing to this effort to brighten the smiles of kids in Granite District. Bring your donations to the GAEOP Open House on February 23 (see page 7) or send them to Teresa Himmelberger.

### 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](http://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](http://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.



## Tips & Tricks

submitted by Kathy Roos, GAEOP Treasurer



### All I Ever Really Needed to Know I Learned in Kindergarten

By Robert Fulghum

Most of what I really need to know about how to live, and what to do, and how to be, I learned in kindergarten. Wisdom was not at the top of the graduate mountain, but there in the sandbox at nursery school.

Here are the things I learned:

Share everything.

Play fair.

Don't hit people.

Put things back where you found them. Clean up your own mess.

Don't take things that aren't yours.

Say you're sorry when you hurt somebody. Wash your hands before you eat.

Flush.

Warm cookies and cold milk are good for you. Live a balanced life.

Learn some and think some and draw and paint and sing and dance and play and work every day some. Take a nap every afternoon.

When you go out into the world, watch for traffic. Hold hands and stick together.

Be aware of wonder.

Remember the little seeds in the plastic cup. The seeds go down and the plant goes up and nobody really knows why, but we are all like that.

Goldfish and hamsters and white mice and even the little seeds in the plastic cup - they all die. So do we.

And then remember the book about Dick and Jane and the very first word you learned, the biggest word of all: LOOK.

Everything you need to know is there somewhere. The Golden Rule and love and basic sanitation.

Ecology and politics and sane living.

Think what a better world it would be if we all - the whole world - had cookies and milk about three o'clock every afternoon and then laid down with our blankets for a nap. Or if we had a basic policy in our nation and other nations to always put things back where we found them and clean up our own messes. And it is still true, no matter how old you are, when you go out into the world, it is best to hold hands and stick together.





# GAEOP

is looking for Office Professionals  
to fill positions on the Executive Board  
for the upcoming 2017-2018 year

If you enjoy...

- ◇ Putting your creative mind to work
- ◇ Networking with fellow office professionals
- ◇ Being aware of issues facing (or impacting) office professionals
- ◇ 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, 2017.

**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)\*

**Part Time 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.

Nominations are being accepted by Amy Torres [antorres@graniteschools.org](mailto:antorres@graniteschools.org) or Teresa Himmelberger [tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org).

## GAEOP Open House

*submitted by Sam Basham, Jr. High Representative*

Please join us for some networking, talk with your GAEOP Board reps, and have a little treat on us. Our membership chair, Leesa Rij, will be ready to take new memberships or renewals. We will have a drawing for our members who attend, as well as a separate one for new members. An extra drawing ticket will be given to members who bring a nonmember friend who joins that day.

We are collecting dental care items such as fun toothbrushes, toothpaste, floss, and any other items that help encourage kids to take care of their teeth. All items will be given to the Granite Education Foundation to distribute where needed. Thank you for any donations you can bring!



## GAEOP OPEN HOUSE

Thursday, February 23, 2017

3:00 to 5:00 pm



GEC Building Auditorium D & E



February is National Children's Dental Health Month so we are encouraging you to please bring a donation that helps younger kids with brushing and taking care of their teeth!

Suggestions for donations would be any kind of children's toothpaste, cute toothbrushes, floss, flossers, etc.

**Remember to come and visit with the GAEOP Reps!!**

Light Refreshments will be served! See you there!



## NAEOP Conference



The NAEOP 2017 Conference will be **July 12-15, 2017**, at the Hyatt Regency Greenville Hotel in beautiful Greenville, SC. This is a great chance to learn some new skills that can help you thrive in your job. It's also a wonderful opportunity to meet and network with other office professionals from around the country. Some of the topics that will be covered include what to do when confronted with an active shooter, emotional intelligence, de-escalation techniques, leadership, and gang awareness. GAEOP's own Teresa Himmelberger will also be one of the presenters this year!

For complete conference information and registration, please visit [naeop.org](http://naeop.org), and click on the Events tab.





*Our thoughts are with those who have lost loved ones or who are recovering from illness.*

*If you know of someone that has lost a loved one or is ill, please contact Lesa Campbell or Teresa Himmelberger.*

# UAEOP Annual Conference

submitted by Sherry Wilson, UAEOP President



24th Annual UAEOP Conference

# Learn Connect Grow

## Saturday, March 11, 2017

Granite Education Center  
2500 S State Street, Salt Lake City, Utah

Register at  
[www.uaeop.org](http://www.uaeop.org)

### Conference Schedule

#### Friday, March 10, 2017

TBD Executive Board Meeting

#### Saturday, March 11, 2017

7:15 - 7:45 am	Registration & Continental Breakfast Basket & 50/50 Ticket/Candy Sales
8:00 am	Opening Session Welcome / Introductions Pledge of Allegiance Inspiration UAEOP Business Meeting USEA & USBE Greetings
8:30 - 10:00 am	Keynote Presentation "Bully Free Starts with Me"
10:10 - 11:10 am	Workshop - Session 1
11:20 am - 12:20 pm	Workshop - Session 2
12:30 - 1:30 pm	Luncheon NAEOP Greeting PSP Recognition Introduction of 2017-2018 Officers
1:30 - 2:15 pm	Workshop - Session 3 "Chic on a Shoestring"
2:15 - 3:30 pm	Workshop - Session 4 "You Can Do It"
3:30 - 3:45 pm	Wrap Up & Door Prizes (must be present to win)

### Keynote Presentation

## "Bully Free Starts with Me"

~Presented by USEA

Bullying behavior is a growing concern among America's educators. Bullying is generally defined as repeated aggressive acts intended to do harm, and is characterized by a power or status difference between the students. Bullying includes not only physical aggression such as hitting or stealing, but also verbal aggression, such as threatening, name calling, spreading rumors, socially rejecting and isolating someone, or cyberbullying.

Students who have been bullied report feeling depressed, anxious, and isolated. Many have low self-esteem. Their school attendance and performance may suffer. In some cases, they are so tormented they can take their own lives.

Bullying seldom happens in the school office, but the fallout from it makes the school office the front line of prevention and intervention. Clerical services ESPs (secretaries, administrative aides, office assistants, accountants, receptionists, etc.) are frequently in the position to hear reports of bullying from students and parents. With a shortage of counselors in many schools, clerical services professionals often become the informal counselor to the bully, the target, and their parents at a highly emotional time.

NEA's Bully Free Campaign identifies caring adults in schools and communities who are willing to stand up as someone pledged to help bullied students. These caring adults agree to listen carefully to the bullied student who comes to them. They also agree to take action to stop the bullying. NEA, in turn, provides those caring adults with the on-line resources they need to provide solace and support for the bullied student, and to take the appropriate actions needed to stop the bullying.

### UAEOP Clothing & Accessories Exchange/Service Project



For our service project this year we are going to do something a little different and have a clothing & accessories exchange. Bring your lightly loved, laundered, professional work clothes, accessories, purses, jewelry, scarves, shoes, etc. to conference. This is your opportunity to clear the clutter, let go of unwanted items that someone else may love, and possibly snag some stuff to breathe new life into your wardrobe. An exchange is the perfect chance to take fashion risks since there's no buyer's remorse! Any items left over will be donated to charities that support women in our communities entering the workforce or are in transition towards self-sufficiency. So start purging those closets!



## UAEOP Conference Workshops...

### Workshop Session Information (choose two)

#### **"Bullying"**

~ presented by USEA

Schools should be havens and there is no place for bullying in our schools. Every student deserves a safe, welcoming, affirming learning environment. In this workshop, participants will continue the *Bully Free Starts with Me* discussion.

#### **"OneNote"**

~ presented by Celia Powell, Technology Specialist, Educational Technology, Granite School District

OneNote is a digital notebook. If you do a lot of notetaking, attend multiple meetings during the week, and collaborate with others on projects, then OneNote can keep that flood of info neat and tidy. All your notes (words and pictures) are searchable inside OneNote and they're stored in the cloud making them immediately accessible via the OneNote app. Participants will collaborate with others in class using their Microsoft 365 account.

#### **"Publisher"**

~ presented by Cherie Anderson, Technology Specialist, Educational Technology, Granite School District

In this beginning Publisher workshop you will learn to create newsletters, certificates, cards, invitations, posters and custom calendars, and a school cookbook!

#### **"Push to Survive"**

~ presented by Unified Fire Authority

Push to Survive is a public safety announcement and public education campaign brought to you by Unified Fire Authority and Salt Lake City Fire Department. Each minute a non-beating heart goes without proper chest compressions, their chance of survival is diminished by 10%. Average response times in Salt Lake County, regardless of what city, township, or region you live, is 5-8 minutes from when you call 9-1-1. These organizations have worked tirelessly with several public safety entities to improve the outcome of victims of Out of Hospital Cardiac Arrest (OHCA). Currently nearly 300,000 people experience OHCA each year. Nationally, 92% of these people do not survive. If hands-only CPR is started by a bystander within 2 minutes, and EMS arrives and administers High Performance Resuscitation Standards, 1 in 2 of these victims can survive and return to a normal life.

#### **"Smarter Now...Than Ever Before"**

~ presented by Karen S. McMullin, Investor Education Coordinator, State of Utah, Department of Commerce, Division of Securities

When it comes to managing your income and retirement resources, there are some complicated decisions to make. The Utah Department of Commerce, Division of Securities will teach you how to be an informed investor and a savvy consumer. Learn about the status of financial literacy in the State of Utah, and the impacts of school district policy changes on public employees. Other topics include how to evaluate risk versus reward, and find valuable information with the "Check Before You Invest" tools. Tips on evaluating the "sales process" and making wise choices when creating or updating your financial plan will be included. Come prepared to learn how to spot the scam artist before they spot you.

### Group Workshop Session Information

#### **"Chic on a Shoestring"**

~ presented by Alicia Richmond, Wardrobe Stylist & Founder

Most professional wardrobe stylists are known for their work with celebrity clients walking the red carpet. For the past 15 years Alicia has focused on the everyday woman. Her personal clients have been women of all shapes and sizes (0 – 26) and she has been in their homes and in their closets and listened to their questions and complaints. In her experience, most women only wear 20 - 30% of the clothing in their closet, which means a lot of wasted money and unnecessary frustration. Her goal with every client is to develop a functional wardrobe that brings out her personal best and causes her to look at her body in a positive light. Alicia will share her steps for developing a more functional wardrobe.

#### **"You Can Do It"**

~ presented by Sherry Wilson, CEOE

Is your job getting the best of you and you're feeling tired, overwhelmed, or just simply stressed out? What does it take for you to feel successful at work? Learn successful stress management, time management, and prioritizing skills, as well as how to bridge the balance between work and your 'other' life in order to help you feel like you can do it. Because you can!



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

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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.

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Lesla Campbell - Maintenance

Stacy Bushell - Cottonwood High School

Danielle Kitchen - School Accountability

Leesa Rij - Moss Elementary

The advisory committee meets the 4<sup>th</sup> Thursday of each month to discuss issues concerning the Granite School District office professionals.