



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.

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Vickie's Vibes

One of the most important goals an Office Professional should have is to strive to be a 'Great Leader'. In order to achieve this goal, you will need to practice every day, raise the bar with your production and ideas and be accountable for your skills. You can start by planning a strategy for better decisions and goals in your work day. Make sure everyone in your work area is on the same page. I hear from many Principal's Secretaries who say they could never share office tasks. In order to keep an office running well, you should create an area that tasks can be placed and worked on by office staff. Be clear about the strategy and expectations. In order to have a positive outcome, everyone must be involved. As the leader, you will need to review the work projects and make sure the work is being completed as needed. If there is a breakdown, plans can be adjusted as needed. You need to learn to trust your office staff in order to become successful and part of 'The Team'. Accomplishing tasks will keep you and others in your office motivated. The closer that everyone in the office can come to achieving production, the office will run smoother and you will become a successful leader. Many continued trainings and educational classes are available to help you become a more qualified and valuable employee. Set a goal to work on a least one skill that you could improve on or learn each year.

I hope you will take time to watch the Winter Olympics this month. What a great example of teamwork!

Watch for the GAEOP 2014-15 Board Nomination form coming out this week. Be involved, whether you serve on the board or become a member of this great association. Also, visit the GAEOP webpage to get the application forms for the Administrator and Office Professional of the Year awards and the Winona Fullmer member scholarship. You will find the applications for the C.A.R.E. (Celebrate Achievement, Reward Excellence) award for outstanding office professionals on the granite webpage, GEF and then under forms. The deadline for both GAEOP and GEF awards is February 28th.

Vickie Burrow
GAEOP President



GO USA!

"Coming together is a beginning, keeping together is progress, working together is success" - Henry Ford

SAVE THE DATES

GAEOP
Professional Development Day
Wednesday, June 11, 2014



2014 UAEOP Professional Development Conference

Going the Extra Mile

March 14 - 16, 2014

Lexington Hotel & Conference Center - St. George, Utah



Plan on *Going the Extra Mile* to the UAEOP conference held on Saturday & Sunday, March 15 & 16, 2014, at the Lexington Hotel and Conference Center in St. George, Utah. You will be driven to go the extra mile as you learn from our uplifting keynote speaker and knowledgeable presenters. You will be re-energized and motivated to work harder than is expected of you in order to meet your goals. ***Chart your course today!***

For more information visit www.uaeop.org or contact Danielle Kitchen (dfkitchen@graniteschools.org)



Please join us for the GAEOP

Evening of Recognition Dinner

Wednesday, March 26, 2014, 5:00 p.m. at the Jones Center Heritage Room

Hats off to you, our amazing Office Professionals!



**EXTRA EXTRA
Read all about it!**

**GAEOP is looking for some great
office professionals willing to serve
on the board for the 2014-15 year.
Watch for more details coming in
February. We need you!**

Visit <http://gaeop.weebly.com>

You can find:

Our Mission Statement
GAEOP Board Members
Member Bylaws
Calendar of Events
Training handouts
Office Professional Handbook
(Memorandum of Understanding)
PSP/GCOP Application
The LINK (past and present)
Photos of events (past and present)

Editor: Marie Orton, Part time Board Member

Welcome to our new GAEOP Members:

Laurie Atkins	Lave Purcell
Kristen Fors	Natalie Terry
Maria Jex	Lisa Turner
Diane Metzler	

*Congratulations to our newest GCOP Recipient:
Deann Jensen, Bennion Jr. - Intermediate*

Applying for a new position – Submitted by: Verneita Hunt, Associate Director Human Resources

If you want to apply for another secretary position in the district, here are some tips to make sure your application gets approved:

Read the Posting carefully; make sure you qualify to apply.

- Fill out the **online** Secretary Transfer/Promotion Application completely.
This form is found at: Human Resources page; Forms (green button on left); Employment Forms; Position Transfers; Application for a Transfer or Promotion (Secretary).
- Send/bring your application to Stephanie Maarse in Human Resources by the hour and date specified.
- Take the **one minute** type test (55 wpm minimum) at: typingtest.com
- Print your type test; make sure you can read your score on the printed copy.
- Submit your type test with your Transfer form.
- Submit your High school diploma/GED documentation.
- **CALL STEPHANIE MAARSE** @ 385-646-4212 to make sure all your documents are submitted and nothing is missing.
- You may think your type test and diploma is on record; *never leave it to chance. Check every time.*

**Our thoughts are with those that 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 Vickie Burrow
vlburrow@graniteschools.org, Teresa Himmelberger
tdhimmelberger@graniteschools.org, or Elaine Wright ewright@graniteschools.org



FEBRUARY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Board of Ed - 7pm	5 Nominations begin for 2014-15 GAEOP Board	6 Sochi Olympics Opening Ceremonies	7	8
9	10	11	12 GAEOP Board 4:15 pm	13 GAEOP Advisory 9:30 am - HR	14  Valentine's Day	15
16	17 Presidents Day	18	19	20	21	22
23	24	25	26	27	28 Scholarship and Awards application due	

Upcoming Dates: March 12th, Elections for GAEOP Board begin - March 14-16, UAEOP Conference, St. George

Recipe Corner: Easy office recipes

Knockoff Swig Sugar Cookies

1 cup butter softened
¾ cup oil (canola or Veg.)
1 1/4 cup sugar
¾ cup powdered sugar
2 Tbsp. water
2 eggs
1 tsp. vanilla & 1 tsp. lemon extract
1 tsp. Baking powder
1/8 tsp. Salt
5 1/2-6 cup flour

Cream butter, and then add oil, powdered sugar and eggs. In separate bowl combine the remaining dry ingredients, mix well and slowly add to butter mixture until well combined. Start with 5 1/2 cups of flour. Roll dough into golf ball size balls and place 2 inches apart on a baking sheet. Put ¼ cup of sugar and pinch of salt in a bowl. Using a glass lightly oil the bottom of the glass then dip it into the sugar mixture then press the sugar coated glass on the cookies. This will give it a bit of a rough edge. Bake cookies at 350 for 8 minutes. You want them just barely turning a light brown around the edge and bottom. Frost with your favorite cream cheese frosting, good sources tell me if you add a little lemon extract with the vanilla in the frosting it gives the cookie an amazing fresh flavor. Try it!

If you would like to share a recipe, contact Jan at jerichardson@graniteschools.org



HAPPY BIRTHDAY GAEOP MEMBERS

February

6	Michelle Raymond	Kearns Jr.
7	Deb Dutson	Granite Peaks
8	Phyllis Mangum	Accounting
9	Laurie Atkins	Kearns High
10	Kristen Fors	Special Education
11	Lyndsay Fraser	GTI
12	Rose Elkins	Purchasing
14	Deann Jensen	Bennion Jr.
16	Leslie Hobbs	Oquirrh Hills Elem.
19	Julienne Christensen	Valley Jr.
21	Teresa Himmelberger	Payroll
22	Michelle Foster	Transportation
22	Diane Roberts	Bridger Elem.
26	Pamela Hopper	Valley Jr.
26	Jana Klein	Communications
29	Sharon Walter	Matheson Jr.



Be Mine

Endurance Training Submitted by: Colleen Lynch – Historian

It is too cold to enjoy the outdoors and it is too gloomy, especially since the inversion has settled in. Every athlete will tell you that endurance will move you forward. The following suggestions can help us to move us all forward.

- 1) Drink plenty of water - dehydration is not good in any event. Make sure to drink at least 16-24 ounces of water
- 2) Make sure that you are focused in the right direction - don't be afraid to ask to keep yourself on the right track
- 3) Eat more protein - Make sure to consume 1 gram of protein per pound of body weight
- 4) Colorful fruits and vegetables such as blueberries, raspberries, beets, broccoli and spinach contain high amounts of anti-oxidants that help rid the body of free radicals



- 5) Smile - this will work wonders with morale
- 6) Small goals - make lists of items that need to be handled that day
- 7) Wear proper footwear - In order to optimize performance, make sure the shoe fits you
- 8) Walk - take a small walk around your work location to refresh your mind

Typical Valentine's Day Greetings

In addition to the [United States](#), Valentine's Day is celebrated in Canada, [Mexico](#), the United Kingdom, France and Australia. In Great Britain, Valentine's Day began to be popularly celebrated around the 17th century. By the middle of the 18th, it was common for friends and lovers of all social classes to exchange small tokens of affection or handwritten notes, and by 1900 printed cards began to replace written letters due to improvements in printing technology. Ready-made cards were an easy way for people to express their emotions in a time when direct expression of one's feelings was discouraged. Cheaper postage rates also contributed to an increase in the popularity of sending Valentine's Day greetings.

Americans probably began exchanging hand-made valentines in the early 1700s. In the 1840s, Esther A. Howland began selling the first mass-produced valentines in America. Howland, known as the "Mother of the Valentine," made elaborate creations with real lace, ribbons and colorful pictures known as "scrap." Today, according to the Greeting Card Association, an estimated 1 billion Valentine's Day cards are sent each year, making Valentine's Day the second largest card-sending holiday of the year. (An estimated 2.6 billion cards are sent for [Christmas](#).) Women purchase approximately 85 percent of all valentines.

<http://www.history.com/topics/valentines-day>

MONTHLY HAPPENINGS

Submitted by Marie Orton: Part time Board Member



SLEEPING BEAUTY AT BALLET WEST

Conceived and produced by Adam Sklute and danced to Tchaikovsky's brilliant score, this classic version of *The Sleeping Beauty* tells the tale of the triumph of good over evil.

February 7-9 & 12-16, 7:30 p.m., matinee Feb. 8, 9, 15, and 16 at 2 p.m.

Capitol Theatre
50 W. 200 S.
801-355-ARTS (2787)
Tickets \$29-\$79

Great Valentine's Date!



The XXII Winter Olympics Opening Ceremonies
are on February 7th!

<http://www.sochi2014.com/en>

Check out this site for all your Olympic news!

We would love to have you become a part of our team. Join GAEOP! \$15.00/yr. Contact Kari Parry, Membership Chair at: kmparry@graniteschools.org, or you can fill out the form below and send it to Kari Parry, Taylorsville High:

Name: _____

Location: _____

Birthday: Month ____ Day ____

Employee ID # or SS#: _____

Cash: ____ Check: ____ Payroll Deduct: ____
(Make check payable to GAEOP)

Signature: _____

JOIN US ON
Facebook



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

Next Article
Deadline:

February
24th

"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 editors via email:

tdhimmelberger@graniteschools.org
or
ctlynch@graniteschools.org

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 25th of each month.

GAEOP is affiliated with:

UAEOP

Utah Association of
Educational Office Professionals

NAEOP

National Association of

GO TEAM
Together
Everyone
Achieves
More



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2013-2014 GAEOP Board & Assignments

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2013-2014 Advisory Committee

Donnette McNeill-Waters – Director, Human Resources
Verneita Hunt – Assoc. Director, Human Resources
Jane Lindsay – Director, School Accountability Services
Vickie Burrow – Eastwood Elementary
Teresa Himmelberger – Payroll Office
Danielle Kitchen – School Accountability Services
Kari Parry – Taylorville High
Gaylynn Osness – Bennion Jr.

The advisory committee meets the 2nd Thursday of each month to discuss issues concerning the Granite School District office professionals.