



## 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*



The GAEOP Executive Board has been busy maintaining “business as usual,” whether it has been in person or online during this strange year.

I wanted to give you a review of what we have been up to. We have completed an online service project, coordinated six virtual professional development classes, awarded the “Going the Extra Mile” award monthly, acquired nine student scholarship applicants, worked on bylaw revisions for GAEOP and are preparing for our professional development day in June. Our mentoring program is going strong and we continue to improve the process. Additionally, we have added new classes to our Lynda.com list. You can check the list on [gaeop.weebly.com](http://gaeop.weebly.com) under the Lynda.com tab.

Membership with GAEOP is so important. As a member of GAEOP, you have a voice in how the association continues to grow and to participate in the association business.

Recently you received an email regarding some proposed bylaw revisions which are needed to update our document. It is important for you to take a few minutes to read through the bylaws and make sure you understand and agree with the proposed changes. Another email will be coming soon to ask for a vote on those changes. Please make sure to direct any questions you may have ahead of the vote to Julianne Hamblin, [jjhamblin@graniteschools.org](mailto:jjhamblin@graniteschools.org).

It is also the time of year when we start searching for qualified applicants to serve

on the GAEOP Executive Board. Elections will be held in March, so again it is important for you, as a member, to get involved. If you would like to nominate someone else to fill a board position, please make sure you have asked that individual prior to nominating them. You will find details of the open positions and what each position entails on page 4. All nominations will be due by March 1. Feel free to reach out to me if you have any questions.

As we look toward the light at the end of the tunnel, continue to “Bloom Where You are Planted.”

*Teresa Himmelberger, CEOE  
GAEOP President*

“Every idea is a potential turning point. Share your own. Argue for your own, even. But don't insist on your own.”

- Francesca Gino

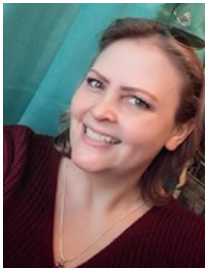




## Office Professional Spotlight

Submitted by Dawnette Dial, Newsletter Committee

### Tamara Bardsley- Evergreen Jr. High



Tamara has been with Granite District for almost 14 years, both as a volunteer and an employee. She then started working in the front office at Evergreen Jr. tracking attendance and monitoring

detentions, which ultimately led her to the registrar position. Working with the kids is her favorite thing. She just celebrated her 20th anniversary with her husband and she has two children. She also houses four dogs, two rabbits, six crazy chickens and a guinea hen. She loves to cook and do puzzles, read, camp, and spend time with her family.

### Karin Cooper- Skyline High



Karin has been working in the front office at Skyline High since July and loves it! She has also been an Eastwood Eagle, Bonneville Viking, and Roosevelt Tiger . She has been married for 27 years and has four sons, one

daughter and gained two more daughters (in-laws) in June and September. She loves spending time with her family, especially watching her kids wrestle, play water polo, and soccer. Her favorite past times are watching Utes football, relaxing in her hammock, reading, gardening, and escaping to the mountains whenever possible.

### Annie McKenzie- Kennedy Jr. High



Annie is the Principal Secretary at Kennedy Jr High. She started working at Granite School District in 2018 at Copper Hills Elementary. She spends most of her free time running and

biking. With the colder weather, she has had a chance to catch up on films while biking indoors. She loves spending time with her extended family in Salt Lake. Back home in Las Vegas, she has one adorable niece that she dotes on. She loves working at Kennedy because the community and staff are so wonderful!

## New/Renew GAEOP Members

Submitted by Brooke Obray, Membership Chairman

How do you get your name on the GAEOP membership list? Details on page 6.

**Ann Gordon**  
Human Resources

**Kathleen Goodman**  
Human Resources

Come join the family!



## Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP President Elect

**Stephanie Wall**  
Administrative Secretary, Bates Foods

Have you recently started a new position in the district, or do you know someone who has? Send information to Julianne Hamblin, [jhamblin@graniteschools.org](mailto:jhamblin@graniteschools.org).



## Fun Facts - Did you Know?

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor

The length of February was finalized when Julius Caesar remade the Roman calendar and assigned the month 28 days and 29 days. In 713 B.C., February was officially added to the Roman calendar.

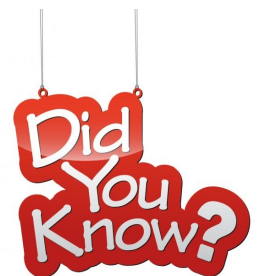
In the Northern Hemisphere, February is the third month of winter. Meanwhile, in the Southern Hemisphere, February is the last month of summer. Between the North and South Hemispheres, February is the equivalent of August.

Of all the words you can misspell, February is one of the most misspelled words in the English language. Even the White House has misprinted the word "February" before in a press release!

There are many U.S. states that entered the Union during the month of February. These include Massachusetts, Oregon, Arizona, and Mississippi, which was readmitted.

February is the only month where it's possible to go the entire time without having a full moon.

Source:  
<https://www.thefactsite.com/February-facts/>



# National Heart Awareness Month

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor

## 5 INTERESTING FACTS ABOUT HEART HEALTH

### Heart attacks can be silent

One in five heart attacks occurs without the person even knowing they had one.

### Heart attacks affect women differently

Women may experience different symptoms than men. These include pain in the back, arm, neck, or shoulder; nausea; fatigue; shortness of breath; and vomiting.

### Young women are at higher risk than men

Women under the age of 50 are twice as likely to die of a heart attack as men in the same age group.

### Another reason to hate Mondays

Heart attacks are more likely to occur on Monday mornings than other days of the week. Scientists attribute this to the disruption in our circadian rhythm over the weekend which leads to increased blood pressure and other changes to the nervous system.

### Diet soda raises heart attack risk

If you drink one or more diet sodas a day, your chances of having a heart attack are 43% higher than those who drink regular soda or none at all.

#### 1. Take up a heart-healthy habit

*Staying active, eating healthy, and watching our weight are all important parts of maintaining a healthy cardiovascular system. Pick a new heart-healthy habit like jogging or substituting sodas with water and try to stick to it for a whole month.*

#### 2. Educate yourself

*Learn about the risk factors for heart disease, the ways you can prevent them, and the lifestyle choices that can help you stay healthy.*

#### 3. Get your cholesterol tested

*If you're worried you might be at risk for heart disease, ask your doctor to perform a simple cholesterol test to let you know if you're at risk and should make adjustments to your diet.*

Source:

<https://nationaltoday.com/american-heart-month>



# Tried & True Recipe

Submitted by Andrea Ingleby, Valley Crest Elementary.

## Gingersnap Cookies

(Original Family Recipe)

### Ingredients:

2 cups sifted all-purpose flour

1 Tbsp ground ginger

2 tsp baking soda

1 tsp ground cinnamon

1/2 tsp salt

3/4 cup shortening

1 cup white sugar

1 egg

1/4 cup dark molasses

1/3 cup cinnamon sugar

### Cooking Directions:

Preheat the oven to 350 degrees. Sift the flour, ginger, baking soda, cinnamon, and salt into a mixing bowl. Stir the mixture to blend evenly, and sift a second time into another bowl. Place the shortening into a mixing bowl and beat until creamy. Gradually beat in the white sugar. Beat in the egg, and dark molasses. Sift 1/3 of the flour mixture into the shortening mixture; stir to thoroughly blend. Sift in the remaining flour mixture and mix together until a soft dough forms. Pinch off small amounts of dough and roll into 1 inch diameter balls between your hands. Roll each ball in cinnamon sugar, and place 2 inches apart on an ungreased baking sheet.

Bake in preheated oven until the tops are rounded and slightly cracked, about 10 minutes. Cool cookies on a wire rack. Store in an air-tight container to maintain softness and freshness.

Prep time: 20 min

Cook: 10 min

Servings 30

Yield: 5 dozen



## Tips and Tricks - Immunization Requirements and Procedures - Part I

*Submitted by Jessica Inman, Pleasant Green Elementary and Barbara Urry, Plymouth Elementary*

Upon request, we are covering immunization policies and best practice for maintaining adequate Immunization records. Immunizations is an area of the secretary job that leaves room for a lot of confusion and lack of confidence that we are doing things the "right" way. For the record, there really isn't a "right" way, however there are immunization requirements that we must ensure that we are in compliance. Immunization tips and tricks will be broken down into two parts. February will focus on Immunization requirements and March will offer ideas on how to keep up with and maintain these requirements so you can come up with a procedure that works best for you and your school.

Best advice that can be given in understanding immunizations and the responsibilities within the school is to refer to the resources available on the Utah Department of Health web page under [School and Early Childhood Program Requirements](#). Follow the hyperlinks below for important information, helpful resources, and answers to many frequently asked questions.

[Immunization Guidebook](#) - This is hands down the most informative resource available to us. Here you will find a detailed breakdown of each immunization and their individual requirements, a summary of requirements, annual reporting due dates and definitions, and so much more within Appendixes A-G. Appendix B is a MUST READ.

[Utah Immunization School Rule](#) (Flyer available in [English](#) and [Spanish](#)) - Here you will find all the legal terminology broken down into each individual rule R396-100-1 through R396-100-9.

[Immunization Reporting System](#) - State law requires that schools and early childhood programs collect immunization information and report immunization data annually. Once in the fall and again in the Spring.

[School Requirements](#) (Both Elementary and Secondary) - Here you will find helpful up-to-date flyers, printable materials for schools, and editable parent letters in both Spanish and English.

[Immunization Exemptions](#) - This is a great link/resource to provide parents that inquire about obtaining an immunization exemption. You should also become familiar with exemption rules and what is required to obtain a new exemption.

[USIIS](#) - USIIS (Utah Statewide Immunization Information System) is an immunization information system that helps physicians, schools, and Utah residents maintain consolidated immunization histories. Please contact your School Nurse to help get you access to the system if you do not have it already.

## GAEOP Nominations and Elections 2021-22

*Submitted by Teresa Himmelberger, CEOE, GAEOP President*

**GAEOP is looking for qualified candidates for the 2021-22 year to fill open positions on the GAEOP Executive Board.**

Do you enjoy....

Putting your creative mind to work?

Networking with fellow office professionals?

Working through issues facing (or impacting) office professionals?

Being part of a TEAM?

Then we need you!

**The following positions are up for election this year and we are accepting nominations now through March 1. Each position has a requirement of at least one year as a member of GAEOP prior to nominations (unless specified)**

**Vice President** - Perform duties of President in the absence of both the President or President Elect, attend Executive Board meetings, Granite Board of Education meetings, Professional Development Day and fill any assignments assigned by the President.

**Treasurer** - Serve as Chairman of the Budget/Finance Committee, deposit and disburse Association monies as authorized by the Executive Board, attend Executive Board meetings, Granite Board of Education meetings, Professional Development Day and fill any assignments assigned by the President (two-year position)

**Administrative Board Member** - Represents the Administrative Office Professionals of the district, attend all regular and special meetings of Association, fill any assignments assigned by the President, attend Board of Education meetings, work with the Membership Chairman to welcome new employees, explain about the association; issue invitation to join, and update the Granite Intranet (Information Systems) with any new information regarding manual items for office professionals. (two-year position)

Nominations are being accepted by Teresa Himmelberger, CEOE, GAEOP President, [thimmelberger@graniteschools.org](mailto:thimmelberger@graniteschools.org)

## Going the Extra Mile “GEM” Award

Submitted by Jackie Hale, GAEOP Awards Co Chairman

### Congratulations - Melissa Maughan Cottonwood High Career Center Secretary



My daughter attends Skyline High School and was informed that Skyline would not be able to offer Concurrent Enrollment English 2010. I asked Melissa about concurrent enrollment to get an idea of our options, and Melissa contacted Karen Manning at Skyline, explained

the process for enrolling students at SLCC, and included important contacts to facilitate the process. Because all of this happened after SLCC's deadlines, Melissa warned me that our efforts might not be successful, but she kept following up (including calling me at home after hours to let me know). Skyline and SLCC were able to register several students, including my daughter, in their concurrent enrollment sections. Melissa's efforts benefitted a whole classful of students who aren't even at her school. I cannot thank her enough.

#### Nominated by:

Liz Richey, Student Parent



Cottonwood High Administration and Office Staff

## GAEOP Member Scholarship

Submitted by Celeste Bauer, GAEOP Scholarship Co Chairman



**SCHOLARSHIP OPPORTUNITY**

WINONA FULLMER  
**MEMBER SCHOLARSHIP 2021**

This scholarship is designed to assist members of the Granite Association of Educational Office Professionals who are pursuing a Professional Standards Program (PSP) or Certificate of Granite Certified Office Professional (GCOP) through continuing education.

The scholarship is named in honor of Winona Fullmer GAEOP Past President, and is valued at \$250

Apply online at <http://gaeop.weebly.com/scholarships--awards.html>

**Application deadline: Friday, March 19, 2021**

Sponsored by GAEOP- Granite Association of Educational Office Professionals  
Questions: Contact Celeste Elmer or Cindy McCleve, GAEOP Scholarship Chairmen,  
celmer@graniteschools.org or cmcleve@graniteschools.org

Are you a member of GAEOP? Are you pursuing a Professional Standards program (PSP) or Granite Certified Office Professional (GCOP) certificate through continuing education? If you are, the Winona Fullmer Member Scholarship can help you. Apply today!

## Kudos Corner

Submitted by Jackie Hale, "Going the Extra Mile" Co-Chairman

The following office professionals 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.

#### January Nominees:

- |                |                           |
|----------------|---------------------------|
| Marcia Cannon  | Hillsdale Elementary      |
| Kim Lovato     | Skyline High              |
| Nancy Madrid   | Copper Hills Elementary   |
| Karen Manning  | Skyline High              |
| Kacie Pfiel    | Cottonwood High           |
| Teresa Evans   | Cottonwood High           |
| Darla Williams | Communications Department |
| Lisa Boman     | Millcreek Elementary      |
| Ty Whiting     | Elk Run Elementary        |





# National Fun Days and GAEOP Member Birthdays

What fun day falls on your birthday?



## February

<b>1 National Freedom Day</b>	<b>10 Umbrella Day</b>	<b>20 Love your Pet Day</b>	<b>26 Carnival Day</b>
	<b>11 White T Shirt Day</b>	<i>Celeste Bauer Elmer Hunter High</i>	<i>Pam Hopper Valley Jr. High</i>
	<i>Lyndsay Fraser GTI</i>	<b>21 Card Reading Day</b>	<i>Jana Klein Resource Development</i>
<b>2 Groundhog Day</b>	<b>12 National Lost Penny Day</b>	<i>Teresa Himmelberger Payroll Office</i>	<b>27 Polar Bear Day</b>
<b>3 Feed the Birds Day</b>	<i>Rose Elkins Purchasing Department</i>	<b>22 Be Humble Day</b>	<i>Emily Cebrowski Transportation</i>
<b>4 Thank a Mailman Day</b>	<b>13 Get a Different Name Day</b>	<i>Karen Elkins Western Hills Elementary</i>	<b>28 Floral Design Day</b>
<i>Tiffani Robison Olympus High</i>	<b>14 Ferris Wheel Day</b>	<i>Michelle Foster Special Education</i>	<i>Janet Arakaki-Moulton Career &amp; Technical Education</i>
<b>5 Bubble Gum Day</b>	<i>Deann Jensen Bennion Jr. High</i>	<i>Diane Roberts Bridger Elementary</i>	
<i>Sheri Smith-Hoffman Architectural, Engineering</i>	<i>Anna Lemus West Lake Stem</i>	<b>23 Dog Biscuit Appreciation Day</b>	
<b>6 International Frozen Yogurt Day</b>	<b>15 National Gum Drop Day</b>	<i>Heidi Clark Communications</i>	
<i>Cathy Bird Skyline High</i>	<i>Jeannette Liddell Copper Hills Elementary</i>	<b>24 National Tortilla Chip Day</b>	
<i>Michelle Raymond Kearns Jr. High</i>	<b>16 Mardi Gras</b>	<i>Karalee Olson Eisenhower Jr. High</i>	
<b>7 Send a Card to a Friend Day</b>	<b>17 Random Acts of Kindness Day</b>	<b>25 Pistol Patent Day</b>	
<b>8 Kite Flying Day</b>	<b>18 National Drink Wine Day</b>	<i>Stephanie Mason Upland Terrace Elementary</i>	
<b>9 National Pizza Day</b>	<b>19 National Chocolate Mint Day</b>	<i>Ann Shields Matheson Jr. High</i>	
<i>Lauri Atkins Kearns High</i>	<i>Juliene Christensen Valley Jr. High</i>		



## Proper Zoom Etiquette

Source: <https://blog.zoom.us/video-meeting-etiquette-tips/>

1. Make sure to introduce everyone at the beginning.
2. Ensure that you have a clean, work-appropriate background.
3. Look into the camera when talking instead of looking at yourself.
4. Eliminate distractions and focus on the agenda.
5. Be aware of your audio and video settings. **Mute your microphone unless you are speaking.**
6. Only invite meeting participants who need to be there.
7. If you are the host, stick around till everyone has left.



“The Link” is published 10 times per year for approximately 500 office professionals of Granite School District. Contributing 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.

GAEOP is affiliated with  
NAEOP

National Association of  
Educational Office Professionals



“Bloom Where You Are Planted”



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

Visit Our Website

[www.gaeop.weebly.com](http://www.gaeop.weebly.com)

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## 2020-2021 GAEOP Board Members

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## 2020-2021 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Garrett Muse - School Leadership & Improvement

Natalie Hansen - School Leadership & Improvement

Teresa Himmelberger, CEOE, GAEOP President

Julianne Hamblin, CEOE, GAEOP President Elect

Kathie Woodruff, GAEOP Secretary

Carol Berlin, GAEOP Executive Representative

Celeste Bauer, GAEOP High School Representative

Kelly Franz, GAEOP Elementary Representative

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