



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, by Teresa Himmelberger



Happy New Year! I hope you enjoyed the winter recess and have put together some fantastic new year's resolutions. I wish you much success in your endeavors.

It's that time again. You're sitting at your desk, when a sneeze gusts over from the desk next to you. The cloud of germs is surely encircling you now as the hopelessness of flu season sets in. Here are some things you can do to help get you through the cold season:

1. **Keep Your Distance.**

Those "silent spreaders," or infected people who are not yet showing symptoms, are unlikely to make you sick. It's the co-workers who are already coughing and sneezing that you'll want to avoid.

2. **Get a Flu Shot.**

3. **Avoid the Hot Spots.**

Consider the heavily touched items in your office: fax machines, coffee pots, and elevator buttons. Many bacteria and viruses can live on surfaces for hours—if not longer—so try to avoid contact with these hot spots.

4. **Wash Your Hands.**

Speaking of hand-washing—you might be tempted to keep an industrial sized hand sanitizer jug at your desk, but remember that sanitizer only kills bacteria, not viruses (like that stomach bug that's been going around.)

5. **Sleep and Eat Well.**

Getting seven or more hours of sleep every night and eating a well-balanced diet gives your body the fuel and rest it needs to fight those germs.

6. **Get Those D's.**

The vitamins, that is. We've all heard that Vitamin C shortens the life of a cold in most people, except in adults of "extreme conditions," such as marathon runners. Vitamin D, on the other hand, boosts your immune cells in the lining of your lungs to fight off viruses.

So what do you do if you're not the one dodging the office cold, but the one who has it? Take one for the team, and consider what you can do to

shorten your sickness and prevent it from spreading.

1. **Take Off Work.**

This may not be a luxury you can always afford, but if you can, don't return to work until 24 hours after your fever has broken.

2. **Have Zinc Lozenges on Hand.**

Taking zinc at the first sign of a cold (you'll need 75 mg a day) can dramatically reduce your symptoms.

3. **Cover Your Coughs and Sneezes.**

Covering sneezes and coughs goes a long way to prevent the spread of illness.

4. **Disinfect Your Work Space.**

(Source: <https://www.themuse.com/advice/the-secrets-to-staying-healthy-in-the-office-this-year>.)

GAEOP Member scholarships are now open for the Fullmer Scholarship valued at \$250.00 for continuing education, as well as the NAEOP Conference scholarship valued up to \$750.00 (registration and airfare.) You can find these applications and their criteria on the webpage, gaeop.weebly.com, under Scholarships & Awards. Don't miss out on these great opportunities to further your knowledge. The deadline is January 19 for the NAEOP Scholarship. The Fullmer Scholarship deadline is March 27. Gayna Breeze, Scholarship Chair, is the contact person should you have any questions, gbreeze@graniteschools.org. More details on page 6.

Thank you for continuing to be my Superheroes each day.

*Teresa Himmelberger, CEOE
GAEOP President*

You are never too old
to set another goal or
to dream a new
dream.

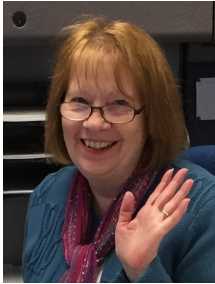
— C.S. Lewis



Maintenance Department Secretaries

submitted by Lesa Campbell, GAEOP Secretary

Lynette Mayhew, Maintenance



I have worked in the Maintenance department of Granite School District for 15 years. I have worked with the Plumbing, Paint, Electronics, Electrical & Security System shops. I am currently in the main maintenance office. I have enjoyed working here; I love to tell people that I have the perfect job!

I have been married for 28 years. I'm the mother of two daughters and three

stepsons and grandmother to three granddaughters and one grandson. We enjoy getting together every month for a big family dinner.

My family enjoys camping and being in the mountains. I have also sung in a community choir for the past 13 years. We do two concerts a year, one in the spring and one for Christmas. Our group has even traveled to Washington DC, and parts of Europe.

Lesla Campbell, Maintenance



I became a contract secretary 12 years ago. I have worked at Olympus High School and Cottonwood Elementary. I currently work with the Carpenters, Paint and General Maintenance shops.

I am a native of California. I am the mother of six boys and grandmother to a dozen grandchildren. I have been blessed to visit my kids wherever they have lived, from California to Beijing, China. I enjoy traveling

and find myself having new adventures surprisingly often.

I graduated from college in 2014 with my bachelor's degree in communication, with a focus on interpersonal communication and a certificate in mediation. I am grateful for the privilege of going to college even as an older learner.

I enjoy all kinds of needlework, quilting, beading, and gardening and singing to the radio in my car.



Inservice Opportunities

submitted by Darla Williams, Inservice Committee Chair

The following inservice classes will be offered during the next two months. More information about these classes, including how to sign up, will be sent via email. We hope you enjoy these trainings we offer. Participation has been great. If you have questions or suggestions for future classes, please contact Darla Williams (djwilliams@graniteschools.org.)

Working with Cultures & Ethnicities	Thursday, January 25	9:00 – 11:00 am	Auditorium A, GEC
Working with Cultures & Ethnicities	Thursday, January 25	1:00 – 3:00 pm	Auditorium A, GEC
Planner, Mail, Task, Etc.	Monday, February 5	9:00 – 11:00 am	C-121, GEC
Planner, Mail, Task, Etc.	Monday, February 5	1:00 – 3:00 pm	C-121, GEC

January “Going the Extra Mile” Recipient

submitted by Stacy Bushell, “Going the Extra Mile” Chair

Marcia Cannon, Hillsdale Elementary

We are pleased to recognize Marcia Cannon as this month’s Going the Extra Mile Award winner. Here are some of the comments from her nomination.



“As a new administrator I could not do my job effectively without Marcia's knowledge, willingness to help, patience, and initiative. Marcia does her job quickly and efficiently, and she is always willing to help and answer questions. The very best part of working with Marcia is watching her take care of our kids who are sick, hurt, or need meds. She loves our kids! Hillsdale is so lucky to have Marcia in our front office!”

Marcia has an open and loving heart. She is the first to reach out and help when someone is in need and she often serves anonymously, not wanting any accolades for herself. She has provided countless pairs of shoes, books, and coats to needy students.”

~Lisa Wells, Assistant Principal

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 Stacy Bushell at Cottonwood High School.



Dates & Deadlines:

January 3, 2018	GAEOP Board Meeting
January 9, 2018	GSD Board Meeting - 7 pm
January 15, 2018	PSP Filing Deadline (NAEOP)
January 15, 2018	Dr. Martin Luther King, Jr. Day Schools and DO Closed
January 19, 2018	Conference Scholarship Applications Due to GAEOP
January 25, 2018	Cultures/Ethnicities Training
February 5, 2018	Planner, Mail, Task, etc. Training
March 10, 2018	UAEOP Annual Conference, GEC, Salt Lake City
March 27, 2018	Fullmer Scholarship Applications Due to GAEOP
May 15, 2018	PSP Filing Deadline (NAEOP)
May 31, 2018	GAEOP Professional Development Day location TBD
July 16-20, 2018	NAEOP Annual Conference, Bloomington, MN



Kudos Corner

submitted by Stacy Bushell, “Going the Extra Mile” 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. It is a pleasure to work amongst all of you. Thank you for the many ways you go the extra mile every day. Please keep the nominations coming and share information about the GOING THE EXTRA MILE award program with your administration, faculty, and PTA.

Kris Ard	Granite Peaks Learning Center
Mindy Berg	Kearns High
Judy Brooks	Granite Peaks Learning Center
Jen Clegg	Cottonwood Elementary
Deb Dutson	Granite Peaks Learning Center
Michelle Eastman	Olympus High
Kelly Franz	Cottonwood Elementary
Jo Potter	Budget Development
Janice Richardson	Copper Hills Elementary
Leesa Rij	Moss Elementary
Ramona Shaw	Bonneville Jr. High



Tips & Tricks

submitted by Deanne Hampson, Elementary East Representative

I do not know about you, but as we welcome the new year I like to start fresh and new. One way to accomplish this is to purge!

It is a challenge to throw stuff away, especially if you have come into a job where you are not sure what you need to keep and what you can get rid of. This has taken me four years to go through records, supplies and decorations. In addition, you have to figure out what system works for you. You might do things differently than the last person.

I also just had a big move personally— from a three-bedroom house with a garage to a two-bedroom condominium. Can you say downsize? It feels great to get rid of stuff and make space for new things or just open space.

Here are some ways to make this happen. First, ask yourself, does this bring me joy right now? If it does, do you have a place for it? If not, you must get rid of something else to make room or maybe it is time to get rid of it. If it does not bring you joy right now, that was easy, put it in the giveaway box.

I always have three boxes:

Keep Box (you must have a place for it), **Give Away Box** (for things that are in good condition and someone else can use) and **Not Sure Box** (just cannot make a decision right now). I promise as you start to get rid of things, the not sure box ends up being the giveaway box.

Also, have a garbage nearby as you realize some stuff just needs to be thrown away! Stained or torn clothes are easy throw away items.

At the workplace:

At my school, I have a table for teachers and staff to put anything that they do not want, to see if anyone else can use. If not, it is then sent to the thrift store or sometimes recycled.

Sometimes we feel very overwhelmed with an organization project. Start with one area then move on to another after you finish the first area. Be prepared, usually the mess gets bigger before it gets better as you usually have to empty a closet or space to re-organize.

At home:

I also use the same three box method when going through things at home; making space is very invigorating and makes you feel good, especially getting rid of things that you do not use or are just taking up space. I had nine Halloween bins and reduced it to three; it was hard to say goodbye to some of the decorations, but nice to know that someone else will get enjoyment out of them and I get the satisfaction of creating space and less clutter. I am excited to go through my Christmas decorations and do the same thing.

Another way to declutter is to go through your hanging clothes. One idea is to turn all your hangers backwards, as you wear your clothing you turn the hanger forward. At the end of six months, you can see what you are not wearing and it is easy to get rid of these clothes. Besides, if you make room, you can reward yourself with some new clothing.

I hope some of these tips are helpful. Enjoy the new year and happy purging!

Tried & True Recipe

Submitted by Stacy Bushell, High School Representative

I love a delicious salad, especially after all of the heavy and sweet foods of the holidays. Use red pears if they are available! This time of year, you can also use pomegranate seeds in place of cranberries.

Cranberry Pear Spinach Salad

Ingredients

- 8 cups fresh baby spinach
- 1 cup dried cranberries
- 2 medium pears, cored and chopped
- 1/4 cup cider vinegar
- 5 tablespoons sugar
- 1 teaspoon dried minced onion
- 1/2 teaspoon Worcestershire sauce
- 1/2 teaspoon ground mustard
- 1/4 teaspoon paprika
- 1/4 cup olive oil
- 1 tablespoon sesame seeds
- 1 teaspoon poppy seeds
- 2 tablespoons chopped pecans, toasted



Directions

In a large bowl, combine the spinach, cranberries and pears. In a blender, combine the vinegar, sugar, onion, Worcestershire sauce, mustard and paprika; cover and process until blended. While processing, gradually add oil in a steady stream. Add sesame seeds and poppy seeds. Pour over salad and toss to coat. Sprinkle with pecans. Yield: 8 servings.

Recipe from Taste of Home



The Granite Way: Standards for Customer Service

- Acknowledge people immediately.** Greet the parent AND child. Try to learn as many faces as possible.
- Treat every patron** who visits or calls like a school board member. **Treat every staff member** like the superintendent.
- Have pride in your job and school,** and let people know you care in your verbal and nonverbal communication.
- Learn how to be empathetic.** Remember, people's concerns are important to them, and they should be important to you.
- Know basic facts** about your school and the District.
- Be mindful** of confidentiality. Avoid gossip.
- Know the process your school or the district uses when handling inquiries.** Share that information when parents and others ask you for assistance.
- Cultivate the respect you deserve** by adhering to dress and appearance standards.
- Listen.** Sometimes people do not necessarily expect a prompt resolution, they just want someone who will allow them to vent their concerns.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Lesa Campbell - January 1
Maintenance

Dora Ramirez - January 3
Western Hills Elementary

Mindy Scherzinger - January 4
Research & Evaluation

Teresa Evans - January 7
Cottonwood High

Tanya Sargent - January 7
Driggs Elementary

Darla Tolman - January 9
Prevention & Student Placement

Elaine Wright - January 9
School Accountability

Luann Simonsen - January 16
Fremont Elementary



Kelly Gubler - January 17
Skyline High

Kim Nickerson - January 17
Rolling Meadows Elementary

Rachelle Betsuie - January 19
Upland Terrace Elementary

Diane Gilmore - January 19
Fox Hills Elementary

Dena Loveless - January 19
Gourley Elementary

Shauna Ross - January 19
Special Education

Ashley Beesley - January 20
Teacher Support

Michelle Berry - January 21
Bates Foods

Natalie Yates - January 23
Bonneville Jr. High

Carol Nielson - January 31
Granger Elementary

*May happiness and sunshine
fill your day not only on your
birthday but the whole year
through..*

~ Author Unknown

*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
Lesa Campbell or
Teresa Himmelberger.*



25th Annual UAEOP Conference

Learn • Connect • Grow

Saturday, March 10, 2018

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

Register online at

[www.2018uaeopconference.
eventbrite.com](http://www.2018uaeopconference.eventbrite.com)

Once you register,
you will have the option to
pay online or by invoice

GAEOP Scholarships

submitted by Gayna Breeze, Scholarship Committee Chair

The NAEOP Conference Member Scholarship is designed to assist members of the Granite Association of Education Office Professionals who are pursuing a Professional Standards program (PSP) Certificate or Granite Certified Office Professional (GCOP) through continuing education.

GAEOP offers an opportunity for an individual to further their knowledge, networking and professional development credit by attending a NAEOP Conference. The NAEOP Annual Conference is July 16-20, 2018 in Bloomington, MN. The scholarship will pay for registration/airfare up to \$750.00. An application for this scholarship must be completed on the appropriate form provided by GAEOP marked NAEOP Conference Member Scholarship.

Applications must be sent to Gayna Breeze, GAEOP Scholarship Chair, GSD Planning and Boundaries office gbreeze@graniteschools.org and received by **4:00 p.m. on Friday, January 19, 2018.**

Information about all GAEOP scholarships can be found at gaeop.weebly.com, under the Scholarships & Awards tab.

More information about the NAEOP Annual Conference can be found at www.naeop.org, under the Events tab.

84th NAEOP Annual Conference



July 16-20, 2018

Institute: July 16-17, 2018

Annual Conference: July 17-20, 2018

DoubleTree by Hilton
Bloomington Minneapolis South
7800 Normandale Blvd.
Minneapolis, MN
(952) 835-7800

Lodging Rate:
\$135 (single/double)
\$145 (triple)
\$155 (quad)

- Complimentary shuttle from airport to hotel
- Complimentary shuttle to Mall of America
- Complimentary self-parking

Opening Session Featured Speaker:
Wednesday, July 18, 2018

Paul Wesselmann is an educator, writer, and founder of UnleashRipples, an experimenter in nurturing kindness with over 30,000 members. After earning degrees in psychology and higher education, Paul worked on several college campuses and in the non-profit sector, helping students and staff bring their best selves to work and life. He now specializes in sharing useful strategies to help those who work in the helping professions extend their capacity for excellence without burning out. You can get to know him better at UnleashRipples.com and @RipplesGuy on most social media platforms.



- Paul's keynote will focus on NAEOP participants and around three objectives:
1. **ENERGIZE:** To leverage participant's enthusiasm and inspire them to embrace the potential of the conference with active networking and full participation in sessions, etc.
 2. **EDUCATE:** To provide tangible information that will help participants return to work with specific ideas and strategies to implement.
 3. **ENGAGE:** To give participants a couple brief opportunities to meet a few folks around them and process ideas that have been explored.

We hope you're making plans to attend the 84th NAEOP Annual Conference in Minnesota. Institute Sessions will be held on Monday and Tuesday, July 16-17 and briefings will be held on Tuesday—Thursday, July 17-19. The First Timer's Reception will be held Monday evening, July 16. Exhibits will be open on Tuesday - Thursday, July 17-19, with the prize winners being announced following the 2nd General Session on Thursday, July 19. Our annual awards banquet will be held Wednesday evening, July 18. Closing out our conference will be the Installation Banquet on Friday evening, July 20. We look forward to seeing you in 2018.

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

NAEOP Conference Scholarship



Please complete the form below and return to Gayna Breeze, gbreeze@graniteschools.org, Scholarship and Awards Chair. Complete conference information can be found at www.naeop.org.

Name: _____

Email: _____

Work Phone Number: _____

Cell Phone Number: _____

Work Location: _____

Position: _____

Are you a current member of GAEOP? Yes No

How Long? _____

Are you currently a member of NAEOP? Yes No

How Long? _____

Do you currently hold a GCOP (Granite) or PSP (NAEOP) certification? Yes No

If you marked "Yes," please list your current level of certification: _____
(proof required)

If you marked "No," are you currently working towards a certification: Yes No

Current Hours Accumulated: _____

Briefly explain why you want to attend the NAEOP conference and what goal you want to achieve should you be selected for this award (use separate sheet off paper if necessary):

Next Article
Deadline:
January
20^h

"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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2017-2018 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters - Human Resources
Jon Adams - School Accountability
Marijean Woolf - Talent Development
Mark Ellermeier - Eisenhower Jr. High School
Teresa Himmelberger - GAEOP President; Payroll Office
Amy Torres - GAEOP Vice President, Kearns Jr. High School
Lesia Campbell - GAEOP Secretary, Carpenter Shop
Gayna Breeze - GAEOP Administrative Representative, Planning & Boundaries
Leesa Rij - GAEOP Membership Chair, Moss Elementary
Julianne Hamblin - Elementary West Representative, Fox Hills Elementary

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