



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



Happy New Year! Each year, we are told it's time to make some resolutions, but each year do you make one or two or maybe more which seem to just be out of reach? I always have the best of intentions but have quickly realized I can fail miserably if I set my expectations too high.

Here are a couple of hints on how to make an effective resolution:

Be specific - I bet there are lot of us who want to lose weight each year. New Year, New You, right? But rather than just saying "I want to lose weight" maybe set an actual amount of weight/inches you would like to achieve. Five pounds in the next two months or 5 inches - that's going to be more effective.

Measure progress -This one may seem obvious if your goal is a fitness or weight loss related one, but what if you are trying to cut back on something else. Take a before picture or make a vision board with pictures of things you would like to accomplish, then each week, take another picture or take a picture away from the board to track your progress. Doing this simple task will help you log each leg of your journey

Make it achievable -If you are planning for a trip, retirement, children or grandchildren, commit to a small amount put aside each check. The key will be to plan ahead (boy, this one is tough).

Is it relevant? Are you doing it for the right reason? Or, are you doing it because everyone else is doing it, it's the trend, etc. If it doesn't fit your lifestyle, then maybe rethink the actual goal you are wanting to achieve.

Time sensitive. Like "achievable," the timeline toward reaching your goal should

be realistic, too. That means giving yourself enough time to do it with lots of smaller goals set up along the way. If you're building a habit, you're planning for the next decade, not the next couple of months.

As we start a new year, think of goals with your work you would like to achieve. Is it to continue to learn other areas of your job, take more professional development classes, get involved with your local association, etc.? Hopefully, among the many resolutions you will make, you will want to become a more effective office professional.

We will begin planning our Professional Development Day soon. If you are interested in being part of this committee, feel free to send me a quick email at thimmelberger@graniteschools.org.

May this be one of your best years yet "Making your own Music."

*Teresa Himmelberger, CEOE
GAEOP President*

7 RULES OF LIFE

1. Make peace with your past so it won't disturb your future.
2. What other people think of you is none of your business.
3. The only person in charge of your happiness is you.
4. Don't compare your life to others. Comparison is the thief of joy.
5. Time heals almost everything Give it time.
6. STOP thinking so much It's alright not to know all the answers.
7. SMILE You don't own all the problems in the world.

In The Spotlight

submitted by Jackie Hale, GAEOP Historian

Deanne Hampson, Eastwood Elementary



I am a Utah girl, born and raised in this beautiful state. I love to play in the outdoors, hiking is one of my favorite things to do. You can also find me at concerts, I really enjoy live music, doesn't matter the genre. I am a huge University of Utah football fan. Go Utes! I also love the Kansas City Chiefs, I hope to see them in the Super bowl this year. Go Chiefs! Something crazy

I did was play for the Utah Falconz women's football team, the 2017 season. We had an undefeated season and won the National Championship. Due to a non-football injury my football dream has ended, but I still am involved as the game day coordinator. If you are looking for a fun activity in the spring, come to Cottonwood High and watch the Falconz play. I have worked for Granite School District for 15 years. I started as a substitute teacher working all elementary schools in the district. My children attended Eastwood Elementary so I became a permanent sub there and slowly worked my way into the office. I was the Lunch Secretary and Attendance Secretary for six years before I moved across the office to be the Principal Secretary. I served on the GAEOP board for a few years, and met many great secretaries and Granite employees. Now my children are adults and life is quiet on the home front. So, I love my job working with the kiddos. This is my home away from home and I must say, there is never a dull moment!

Kim Wolfenbarger, Eastwood Elementary



Hi! I have been the Attendance Secretary at Eastwood Elementary for three years. I graduated from Olympus High School a very long time ago, and I have a B.A. in Marketing from the University of Utah. My husband, Joe, and I have been married for 19 years, and we have three children. Max is a junior at Skyline High School. Olivia is a 6th grader at Wasatch Jr. High. And, our third child is a 6-year-old Labrador Retriever named Reese. When I am not with my work family, I enjoy cooking, gardening, camping, fishing, and skiing. Go Utes!!!

Karen Stone, Eastwood Elementary



I am originally from Alaska, but have had the opportunity to see the world while travelling as a professional dancer. I am now the "back up dancer" at Eastwood Elementary where I dance between jobs as the BHA and the Lunch Secretary. On the side, I also coach figure skaters and enjoy teaching dance.



A New Year has tiptoed in.
Let's go forward to meet it.
Let's welcome the 365 days it brings.
Let's live well with love in our hearts towards God and all people.
Let's walk through its corridors with praise songs on our lips.
~Anusha Atukorala

In-service Opportunities

submitted by Darla Williams, In-service Committee Co-Chair

Information about the classes, including how to sign up, is sent via email. If you have questions or ideas for future in-service trainings, please contact Michelle Raymond (mraymond@graniteschools.org) or Darla Williams (djwilliams@graniteschools.org.)

Excel Basics (Ribbon/Toolbars/Functions)	Tuesday, January 22	9:00 – 11:00 am	C121, GEC
Excel Basics (Ribbon/Toolbars/Functions)	Tuesday, January 22	2:00 – 4:00 pm	C121, GEC
Excel Intermediate (Mail Merge)	Tuesday, February 5	9:00 – 11:00 am	C121, GEC
Excel Intermediate (Mail Merge)	Tuesday, February 5	2:00 – 4:00 pm	C121, GEC

Don't miss our other trainings coming in the future:

- Skype for Business
- Basic Office 365 Basics
- Basic Office 365 Intermediate
- Professional Development Day



January "Going the Extra Mile" Recipient

submitted by Laura Purrington, "Going the Extra Mile" Chair

Suzanne Davie, Cottonwood High School



"Two months into the school year, our brand new guidance assistant quit. We were completely left in the lurch and thankfully, Suzy, our BHA, expressed interest in the job. We were excited because we sort of knew Suzy and she had some experience in the department. What we didn't know is that she'd end up being the most qualified, positive, cheerful, supportive, hard-working gem we could've ever hoped for! She has been an absolute pleasure from day one and works tirelessly to take care of us. She anticipates our needs, she takes on anything with a smile, and she has become a dear friend. We lucked into this woman and can't imagine our school or department without her!"

~Amanda Calton

"Suzy started as the BHA at our school and just helped cover the counseling center in the afternoons when our guidance clerk was off. However when our guidance clerk had to take some personal time she stepped in to help effortlessly. Since that time Suzy has switched to be in the Counseling Center only, as our original guidance clerk

did not return. Suzy made the unexpected transition easy for the counselors and the students. She makes our office warm and welcoming. She is always positive, helps in any way asked and gets along with students, parents, and the staff. She has been invaluable to us and we love working with her."

~Rachel Stoddard



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 [Laura Purrington](#) at Kearns High School.



*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
Kathie Woodruff or
Teresa Himmelberger.*

Kudos Corner

submitted by Kathie Woodruff, "Going the Extra Mile" Co-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. Thank you for the many ways you go the extra mile every day.

Alyssa Carraway	<i>Educational Technology</i>
Jennifer Justesen	<i>Skyline High</i>
Kim Lovato	<i>Skyline High</i>
Melissa Maughan	<i>CTE</i>

*You Make
a
Difference*

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 for attending a NAEOP Conference. The NAEOP Annual Conference is July 15-20, 2018 in Boise, ID. The scholarship will pay for registration/travel 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 18th, 2019.**

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

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

The **Helen P. Metos Student Scholarship** is for high school seniors who are planning to continue their education in a business or office-related career. GAEOP sponsors the Helen P. Metos Student Scholarship, valued at \$500.00.

The deadline to apply is **January 31, 2019**. Information and application forms are available on our [website](#). Contact [Gayna Breeze](#) if you have questions or need more information.

The **Winona Fullmer GAEOP Member Scholarship** is designed to assist members of the Granite Association of Educational Office Professionals who are furthering their education. The scholarship is named in honor of Winona Fullmer, GAEOP Past President, and is valued at \$250. Apply online at gaeop.weebly.com, under the Scholarships tab. The application deadline is **4 p.m. on Friday, March 29, 2019.**



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 of paper if necessary):



Helen P. Metos **STUDENT SCHOLARSHIP 2018-19**

This scholarship is designed to assist students who wish to continue their education in any business or office-related careers, preferably in the education field.

This scholarship is named in honor of Helen P. Metos, GAEOP Past President, and is valued at \$500.00.

Apply online at <http://gaeop.weebly.com>

Deadline:
Thursday, January 31, 2019

Sponsored by GAEOP – Granite Association of Educational Office Professionals

Questions: Contact Gayna Breeze, GAEOP Scholarship Chair, gbreeze@graniteschools.org

Tips & Tricks

submitted by Gayna Breeze, Administrative Representative

I'd like to share a great five minute You Tube video that was created by Beth Heyden, CEOE who is the Treasurer of California AEOP. It was created for our NAEOP Tuesday Tip#15 entitled: "Google Chrome Bookmarks and Tab Shortcuts."

<https://youtu.be/MYgWhpYmrtk>. In case you can't open the video, I have listed some of her tips below.

1. Cleaning up your bookmark bar to make more space:

In the book mark bar, right click on the tab that you want to change, click edit, then delete the name. It will then just show the favicon (This was a new word for me, so I googled it and I have included the definition and instructions for creating your own favicons down below). Then click SAVE.

A "favicon" (pronounced "fave-icon") <https://www.abeautifulsite.net/what-are-favicons> "is a small, iconic image that represents your website. Favicons are most often found in the address bar of your web browser, but they can also be used in lists of bookmarks in web browsers and feed aggregators."

How to Create a Favicon.ico <https://www.wikihow.com/Create-a-Favicon.ico>

- Create an image that's 16x16 pixels in size. It should be a simple image, so that it's instantly recognizable.
- Convert the image to a favicon.ico file. ...
- Upload the generated file to your web site.
- Add the following code to your web site's HTML. ...
- Refresh the page, step back, and admire your web site's beautiful new icon.

If you don't want to completely delete the name, you can shorten it to make more space on your bar. Then be sure to click SAVE.

2. Muting tabs

Allows you to mute one site but still be able to listen to another instead of having to completely close a window that you know you'll want to go right back to. It doesn't mute your entire computer.

Instructions:

- Right click on the tab of the site you want to mute.
- Click "mute site"
- A line will then be drawn through the speaker symbol of the muted tab.
- To unmute just right click again and click "unmute site".

3. Re-open a tab that you wish you didn't just close

CTRL + Shift + T

4. Duplicate tabs

Allows you to duplicate the tab that you are on exactly where you are at without starting over, but still allows you to use the back button.

Instructions:

- Right click on the tab you want to duplicate.
- Click "duplicate"

5. Pin tabs

Useful for tabs that you use all the time and want to keep readily available. Doesn't show the "x" so it doesn't allow you to close out as easily

Instructions:

- Right click on the tab that you want to Pin.
- Click "Pin Tab"
- The tab Favicon will move over to the top left corner.

I hope you find these tips helpful. I have used them many times. Thank you Beth (and Google) for your insight.

Dates & Deadlines:

January 8, 2019	GSD Board Meeting
January 9, 2019	GAEOP Board Meeting
January 15, 2019	PSP Filing Date (NAEOP)
January 18, 2019	Conference Scholarship Applications Due
January 22, 2019	In-Service: Excel Basics
January 31, 2019	Metos Scholarship Applications Due
February 5, 2019	In-Service: Excel Intermediate
March 9, 2019	UAEOP Celebration, Salt Lake City, UT
May 15, 2019	PSP Filing Date (NAEOP)
May 30, 2019	GAEOP Professional Development Day Skyline High School
July 15-19, 2019	NAEOP Annual Conference, Boise, ID
July 20-24, 2020	NAEOP Annual Conference, Salt Lake City, UT

Tried & True Recipe

Submitted by Diana Pennington, Executive Representative

Caramel Popcorn

- ½ c. butter
- 2 1/4 c. brown sugar
- 1 c. white corn syrup
- 1 can sweetened condensed milk
- 6 quarts of popped popcorn



Picture from Recipes.sparkpeople.com

In a saucepan, bring the butter, sugar, and white corn syrup to a boil. Add the condensed milk and bring to a boil for three (3) minutes. Remove from heat and cool enough for handling. Pour over popped popcorn and form into balls or spread on wax paper to cool completely.

(For best results, use real butter, C&H brown sugar, Karo white corn syrup, and Eagle Brand sweetened condensed milk.)

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



Lesla 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

Luann Simonsen - January 16
Fremont Elementary

Kim Nickerson - January 17
Rolling Meadows Elementary



Dena Loveless - January 19
Gourley Elementary

Stephanie Ostendorf - January 19
Custodial Services

Shauna Ross - January 19
Special Education

Ashley Beesley - January 20
Teacher Support

Shawna Cluff - January 20
Churchill Jr. High

Michelle Berry - January 21
Bates Foods

Natalie Yates - January 23
Bonneville Jr. High

Kelly Oveson - January 25
Bates Foods

Rachelle Betsuie - January 19
Upland Terrace Elementary

Diane Gilmore - January 19
Fox Hills Elementary



National Association ~ NAEOP

Our Ripples

Submitted by Carol Seastrand, Part-time Employee Representative

Save The Date
2019 NAEOP Annual Conference
and Institute
 July 15-20, 2019
 Boise, Idaho



"CHALLENGES ARE
 WHAT MAKE LIFE
 INTERESTING AND
 OVERCOMING THEM
 IS WHAT MAKES LIFE
 MEANINGFUL."

- Joshua J. Marine

Conference outline and registration
 now available at naeop.org.
 Click on **Events**.



"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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2018-2019 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Ben Horsley - Communications
- Patrick Flanagan - Human Resources
- Donnette McNeill-Waters - Human Resources
- Garett Muse - School Accountability, Secondary
- Tina West - School Accountability, Elementary
- Teresa Himmelberger - GAEOP President, Payroll Office
- Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary
- Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High
- Diana Pennington - GAEOP Executive Representative, Support Services
- Diane Roberts - GAEOP Membership Chair, Bridger Elementary
- Laura Purrington - GAEOP Senior High Representative, Kearns High

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