

THE Link

January 2017

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

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*

Happy New Year! As is customary, this is the time of year that we can renew some goals and set new ones. I have learned over the years to be reasonable in my expectation of success so I am not frustrated or disappointed if I do not completely meet my goals. Whatever your endeavors, I wish you the best. For GAEOP, the new year means several events, including the GAEOP Board elections that are just around the corner.

In February, along with the trainings that Danielle has arranged, we will be holding our annual Open House. February is National Dental Hygiene month. We feel this is a great time for a service project to help out our kids in the district. We will be collecting donated items such as toothpaste, floss, toothbrushes, mouthwash, etc. The Granite Education Foundation has agreed to distribute these items. Sam Basham, Jr. High Rep., has provided a flyer (see page 6) with all the details.

The Open House will be your chance to visit with your GAEOP Representatives. We will have a suggestion box and each representative will be available to talk with you and answer questions. As always, this is a great time to network with other office professionals from our district. Refreshments will be served. I hope to see you all there.

The GAEOP Executive Board plays such an important part in providing opportunities for office professionals, and we want you to join our team. We will be looking for some creative, energetic, hardworking individuals to be nominated for a position on the board. Amy Torres, Vice President/Nominations & Elections Chair, will soon provide information regarding the positions that will be vacant. You can email her at antorres@graniteschools.org if you have additional questions about the positions.

The NAEOP (national association) elections have concluded and I am honored to be elected as the Southwest Area Director. The Southwest Area includes Utah, Nevada, Arizona, California and Hawaii.

Ms. Mary Meyers, Principal Secretary at Spring Lane Elementary, served in this position for the past four years and has done a fabulous job. I have some very big shoes to fill. This is a volunteer position with many opportunities, and will allow me to continue to serve as President of GAEOP. Take a few minutes and visit naeop.org to become familiar with our national association.

A few months ago, I shared details of a new GAEOP Member Scholarship that will provide an opportunity for GAEOP members to experience a national conference. The NAEOP conference, held in July and hosted in a different state each year, is a great opportunity to learn new and exciting skills and network with office professionals from other states. Visit gaeop.weebly.com under Scholarships for the criteria and application. The application deadline is January 20th. Details of the conference will be on the NAEOP website sometime in January. Trust me, you won't be disappointed if you attend.

Here's to a fabulous 2017! Thanks for all you do every day~I appreciate you!

*Teresa Himmelberger, CEOE
GAEOP President*

"Surf the Wave to a Positively Charged Life"



**IT'S NOT WHO YOU ARE
THAT HOLDS YOU BACK,
IT'S WHO YOU THINK
YOU'RE NOT**

Author Unknown



In the
Spotlight

District Offices

submitted by Darla Williams, GAEOP Historian



Gayna Breeze, Planning & Boundaries



We are fortunate to have Gayna introduce herself. Read on to get to know the person behind the friendly voice on the phone in Planning and Boundaries.

I am a product of the Granite School District education system and I claim Jackling, Kennedy, and Cyprus as my alma maters. Utah has been

my home all but the two years I spent in Idaho at college and the 18 months I spent in Uruguay on a Spanish speaking LDS mission.

I graduated from BYU with a bachelor's degree in Elementary Education. I taught 2nd grade in Riverton for a couple of years until my oldest child was born, at which point I chose to be a stay at home mommy for a while.

After doing data entry, tutoring, child care, and working for Jet Blue Airlines from home, I decided to go back to Granite School District where I volunteered and then worked in several positions including: long-term substitute, Special Ed & playground aides, attendance clerk, lunch clerk & then secretary at Bates Food

Services. Last spring as my youngest child was getting ready for her Senior year and I was looking at helping my middle child pay for college, I decided it was time to start working full-time again. In April of 2016 I was fortunate enough to get hired on as a full-time secretary in the Planning and Boundaries department where I oversee field rentals, Granite High transcripts, and help with Risk and Property management and Architecture, Engineering and Construction. This job has been a great blessing in my life. Even though it can be overwhelming at times I love the people I get to work with, the new things I am learning, and the growth that each new challenge brings.

My husband of 24 years is everything I ever wanted in "Prince Charming" and I love spending time with him and our three children. I also enjoy reading, playing the piano, playing card or board games and figuring out word puzzles and Sudoku. I am addicted to the Hallmark channel and I love detective books & shows. My favorite food is anything I don't have to cook and some of my favorite indulgences are Peanut M&M's, caramel popcorn, and Reese's peanut butter cup shakes.

Inservice Opportunities

submitted by Danielle Kitchen, Inservice Committee Chair

The following inservice classes will be offered over the next several 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.)

Excel – Beginning	Monday, January 9	9:00 – 11:00 am	C121, GEC
Excel – Beginning	Monday, January 9	1:00 – 3:00 pm	C121, GEC
Google Docs	Tuesday, January 17	9:00 – 11:00 am	C121, GEC
Google Docs	Tuesday, January 17	1:00 – 3:00 pm	C121, GEC
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
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	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

January “Going the Extra Mile” Recipient

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

Melissa Maughan, Cottonwood High School

Melissa Maughan works as the Comprehensive Guidance Secretary at Cottonwood High School. Here is what Moncia Candia and Susan Perkins said about her:

“Melissa is an amazing person to work with. She is on top of everything, even with an overwhelming work load. But she does it all with a smile. I feel very fortunate to have someone like Melissa working in our department. She is an amazingly hard worker and is so organized and helpful. Melissa is definitely a problem solver. She sees what needs to be done and does it without having to have everything explained in detail. She is good with the students and the counselors love her. They think she is the best secretary they have had in a long time.”



Melissa Maughan (right) with Stacy Bushell

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 or Jennifer Justesen jjustesen@graniteschools.org.

Dates & Deadlines:

January 4, 2017	GAEOP Board Meeting (4:15 pm)
January 10, 2017	Board of Education Meeting
January 15, 2017	PSP filing deadline
January 16, 2017	Dr. Martin Luther King Jr. Day (no school)
January 20, 2017	Link Articles Due (February issue)
January 26, 2017	GAEOP Advisory Meeting (9:30 am)
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

LET IT SNOW
SNOW BRR!
forts & **snowball**
 BELOW ZERO & **WINDCHILL** fights
ICE SKATING
SNOW DAY ❄️
 SLEDDING
HOT CHOCOLATE
SNOW snowman
angel COZY FIRES
WINTER WONDERLAND

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Lesa Campbell - January 1
Maintenance

Jan Richardson - January 2
Copper Hills Elementary

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



Jo Potter - January 14
Budget Development

Cyndie Dotson - January 16
Valley Jr. High

Luann Simonsen - January 16
Fremont Elementary

Kim Nickerson - January 17
Rolling Meadows Elementary

Diane Gilmore - January 19
Fox Hills Elementary

Dena Loveless - January 19
Gourley Elementary

Shauna Ross - January 19
Special Education

Ashley Beesley - January 20
Staff Development

Natalie Yates - January 23
Bonneville Jr. High

Debbie Martin - January 27
Cyprus High

Catherine Richards - January 30
Wasatch Jr. High

Carol Nielson - January 31
Granger Elementary

Tried & True Recipe

Submitted by Arlee Willits, Part-Time Representative

Easy Rolls

I found this recipe in the Logan Herald Journal years ago. I have made these rolls so many times in the past twenty years. They are quick, easy and delicious; just ask my grandkids!

1 ½ c. milk; warm in microwave for 1 ½ min.

Add: ½ c. cold water along with
2 TBSP sugar
1 tsp salt
2 TBSP dry yeast (or two packages)
2 large eggs, whisked



Put all of the above into a large bowl and mix well.

Add: 4 ½ to 5 c. flour

If you have a Kitchen Aid, mix just until flour is incorporated. Do not stir too long or rolls will be tough.

Cover with plastic wrap (while still in bowl) and let rise until double, about 15-20 minutes.

Pour out onto floured counter and knead a few times. Make rolls into desired shape. (I roll out the dough, spread with softened butter, then cut into Parker House rolls) Spray or butter a cookie sheet. Bake at 425° for 12-15 minutes. No need to let rise again. Brush with butter when they come out of the oven.

Save The Date...

Submitted by Sherry Wilson, CEOE; UAEOP President



25th Annual UAEOP Conference
Learn Connect Grow

Saturday, March 11, 2017
Granite Education Center

Registration Information available in January
www.uaeop.org



Tips & Tricks

submitted by Lesa Campbell, GAEOP Secretary

Here are a few easy tips to try as you start the new year.

- **Keep brown sugar soft.** Put a piece of bread in the bag with brown sugar when you store it to keep the brown sugar soft. You can do the same thing in your cookie jar to keep cookies soft.
- **Keep lettuce for salad fresh.** Place a paper towel in the bowl with your lettuce to keep it fresh all week long. (Is eating more salad on anyone's list of New Year's Resolutions?)
- **Turn a cord into a coil cord.** Wrap your long charging cable around a pen then use a hair dryer to heat it for 2-3 minutes.
- **Keep bananas fresh longer.** To stop bananas from browning too quickly, wrap the stems in plastic wrap.

January is...

National Blood Donor Month

Winter can be a difficult time to collect enough blood donations. Busy holidays, bad weather, and seasonal illness can contribute to reduced donations. January is designated as Blood Donor Awareness Month in an effort to increase blood donations during the winter months. One pint of blood can save three lives. If it's been a while since you donated blood, and you are able to do so, please consider donating blood this month. Here in Salt Lake County we are fortunate to have a variety of options available to blood donors. No need to wait for a blood drive. You can donate at ARUP Blood Services (utahblood.org) or at the American Red Cross (redcross.org.)



National Clean Off Your Desk Day



January 9 is Clean Off Your Desk Day. Do you have a hard time finding that file or document right when you need it? Do you really need all that junk, old paperwork and mess on your desk? If the answer is "no," take the opportunity to do a little tidying and clear a little clutter out of your way. Start

your new year off with a clean and organized work space. You might be surprised how it can improve your productivity and your outlook.

GAEOP Scholarships

submitted by Jennifer Justesen, Scholarship Committee Chair

Here are the scholarships GAEOP sponsors.

NAEOP Conference:

- Airfare and registration for NAEOP conference (recipient responsible for meals/lodging)
- Open to GAEOP members of at least one year
- Applications due January 20, 2017

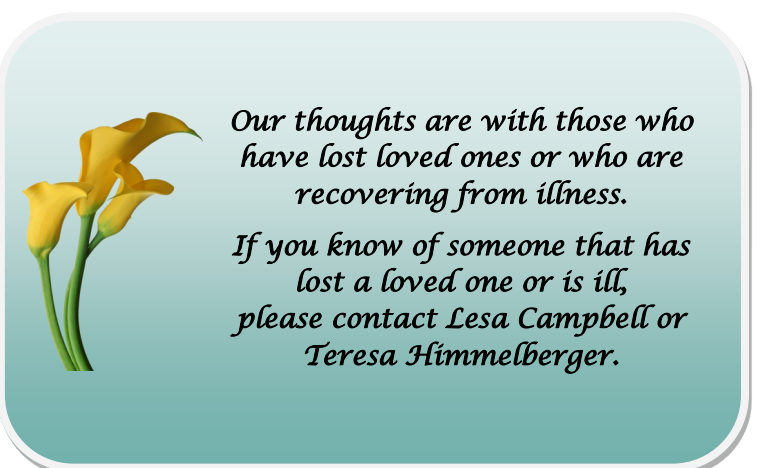
Winona Fullmer:

- \$250 for further education
- Open to GAEOP members of at least three years who currently hold or are working on GCOP/PSP certification
- Applications due March 24, 2017

Helen P. Metos:

- \$400 for college education
- Open to high school business students
- Applications due March 24, 2017

Details of the scholarships, and the applications, can be found at www.gaeop.weebly.com. Applications (and related questions) can be sent to Jennifer Justesen, jjustesen@graniteschools.org.



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.

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, children's mouthwash, etc.

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

Light Refreshments
will be served!
See you there!



Next Article
Deadline:
January
20th

"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:

Julianne Hamblin

Fox Hills Elementary
385-646-4828

jhamblin@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:
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Educational Office Professionals
&

NAEOP

National Association of
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"Surf the Wave to a Positively Charged Life"



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

Visit Our Website

www.gaeop.weebly.com

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2016-2017 GAEOP Board Members

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Arlee Willits

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2016-2017 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Leslie Bell - School Accountability

Marijean Wolf - Talent Development

Terri Roylance - Cottonwood High School

Teresa Himmelberger - GAEOP President; Payroll Office

Amy Torres - Kearns Jr. High School

Lesla Campbell - Maintenance

Stacy Bushell - Cottonwood High School

Danielle Kitchen - School Accountability

Leesa Rij - Moss Elementary

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