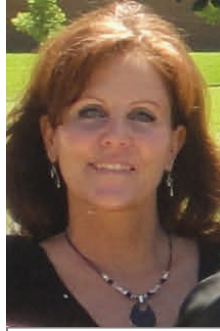




Mission Statement

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.

GAEOP is an affiliate of the Utah Association of Educational Office Professionals and the National Association of Educational Office Professionals



Teresa Himmelberger
GAEOP President

Teresa's Tidbits

Happy New Year! As is customary, this is the time we make our New Year resolutions. For me, it will be getting into my dress for my daughter's wedding. To do that, I asked my hubby for a Fit bit to help me work toward that goal. Little did I know that my daughter and her fiancé would immediately get me involved in Weekend Warrior Challenges, Work Week Hustle Challenges, etc. At this pace, I hope to meet my goal by May! I hope you are kind to yourself and made resolutions that are attainable and will give you satisfaction in knowing you succeeded. Best of luck to all of you!

I am always trying to find ways to simplify my life and sometimes that is quite challenging. Over the last eight months, I started using Pinterest. As I explored Pinterest adding to my "Thoughts and Sayings" board, I came across something that said, "25 Ways to Simplify Your Life in 10 Minutes or Less". I was intrigued, so I visited the website, Bemorewithless.com, and continued to search the site. I was amazed at all the information I found. I chose just a few of the things I felt would help me daily. I hope you can find them useful as well.

- ◆ Turn on soft music, lay down and close your eyes.
(We should all take 10 minutes a day and enjoy)
- ◆ Open any email that you didn't sign up for, or signed up for but don't need/want/like anymore, scroll to the bottom of the email and click "unsubscribe".
(Purge and prioritize)
- ◆ Dump the contents of your junk drawer or desk drawers that you don't open frequently into a paper bag. Close the bag. If you don't need anything in the bag in 30 days ... get rid of the bag and everything in it. If you do need something in the bag, remove it and put it where it belongs.
(This could be like Christmas all over again)
- ◆ Clear as many counter tops as you can while still taking the time to put things where they belong. Have a donation box close by in case that is where they belong.
(What a great concept!)
- ◆ Turn off your phone and computer.
(This is a tough one - technology has made us very dependent)

GAEOP members recently received information regarding 2016-2017 Executive Board nominations. One of the perks of being a member of GAEOP is the opportunity to serve the office professionals in our district. Take a few minutes and look over the list of open positions and ask yourself, "What talents and ideas do I have that I can contribute to the association?" Make a difference!

On page 4 you will find a list of classes offered during the months of January & February. Due to popularity, some of these are the same classes that were offered in November. I encourage you to look for additional opportunities to improve your skills. The UAEOP Conference is Saturday, March 12th at the GEC. And our GAEOP Professional Development Day is Thursday, June 2nd. Watch for more details coming soon.

Here's to a very Prosperous New Year!

*Teresa Himmelberger, GCOP
GAEOP President*

"Always bear in mind that your own resolution to succeed is more important than any other."

~ Abraham Lincoln

Inside:

- 2 Spotlight
- 3 Going the Extra Mile Recipient Dates & Deadlines Condolences
- 4 Holiday Party & Open House Inservice Opportunities
- 5 January is... Happy Birthday to You...
- 6 Tips & Tricks Recipe PSP/GCOP Recipients
- 7 2015-2016 GAEOP Board 2015-2016 Advisory Committee





Pioneer Elementary School Secretaries

submitted by Stephanie Rees, Elementary-West Board Member

Tina Madsen - Principal's Secretary

Tina Madsen has "officially" worked for the Granite School District for 8 years now. She was originally hired at Bennion Elementary as a teacher's aide (and later transitioned to a reading tutor) - after volunteering at Bennion so much, the principal offered her a job. While at Bennion, the reading specialist mentioned that Valley Jr. High was in need of a Comprehensive Guidance Assistant. Tina applied for and got the job. She worked at Valley Jr. High for four years. While there, she made some lifelong friends and loved every minute of it. This past June, she became the Principal's Secretary at Pioneer Elementary. Her new position is challenging but, she has a great attitude and is eager to learn and master what it takes to help make Pioneer Elementary the best school in the district! Tina has been married to her best friend for 23 years and has 3 amazing children; Sami 22, Cassie 15 and Tommy 11. Her children are her heart and soul. Together they enjoy traveling and outdoor activities such as camping, fishing, hunting, riding motorcycles, and going to the beach.

Robyn Parry - Lunch Secretary

Robyn Parry is completing her third year at Pioneer Elementary school as the Lunch Secretary. Before that she worked at Elk Run Elementary in the kitchen as a café helper. She says that she has really enjoyed working at Pioneer and couldn't imagine working at any other school. Robyn always looks forward to coming to work to associate with the kids and the awesome ladies that she works with in the office. She has two very handsome little boys who are her whole world. Her hobbies are reading, cross stitching, spending time with her sons, running and doing anything active.

Diane Stockfish - Attendance Secretary

Diane Stockfish was born and raised in Midvale and has three brothers and two sisters. She is completing her fifth year working for the district and has been at Pioneer all five years. She started as a recess aide then was offered the attendance tracker position. She was excited and nervous to do a new job. The following school year, she had the opportunity to work in the media center part time and loved it. This year, she has worked in the office only. She misses the media center but felt she was not doing her best at either job. Diane has really enjoyed her time at Pioneer and loves working with and seeing the students. Her goal is to learn as many of their names as possible. She says that if she could give them anything it is to know their names and make them feel like they are important to her. She has had many jobs in her 30+ years as an adult, but working for Pioneer has been the best of all of them!! She and her husband, Steve, have one grown daughter, Whitney, two dogs, Georgie and Annie, and two grand dogs, Buddy and Charlie. Her hobbies include knitting, baking, watching hockey games, doing crossword puzzles and attending ReAL soccer games with her family.



Pictured left to right; Robyn Parry, Diane Stockfish and Tina Madsen.

January "Going the Extra Mile" Recipient

submitted by Amy Torres, Junior High Representative



Pictured l-r; Kandace Barber and Michelle Raymond

Michelle Raymond, Counseling Secretary, Kearns Jr. High School

Here is what Kandace Barber, Principal at Kearns Jr. High, had to say about Michelle:

"Michelle Raymond does an excellent job at Kearns Jr. High. One of her best talents is how she takes the time to listen to parent concerns and takes the time to get them the help they need. She has an excellent memory and remembers to ask parents about all of their children. She is a fast learner and has done an amazing job scanning our records and learning how all the reports in Discovery work. If she doesn't know how to do something, she figures it out quickly and is willing to help others. She is never too busy to take the time to help anyone that asks. The students, parents and teachers always feel welcome in the counseling center due to her ability to make everyone feel special. We appreciate all the time she takes to get accurate email addresses and phone numbers into the system. Michelle is an amazing addition to the staff."

Keep those nominations coming. Postcards were sent to all district locations. 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 Amy Torres at Kearns Jr.

Dates & Deadlines:

January 5, 2016	GSD Board Meeting - 7:00 pm
January 6, 2016	GAEOP Board Meeting - 4:15 pm
January 18, 2016	Martin Luther King, Jr. Day
January 20, 2016	Link Articles Due - February Issue
January 28, 2016	Advisory Meeting - 9:30 am
March 12, 2016	UAEOP Annual Conference, Granite Education Center, Salt Lake City
June 2, 2016	GAEOP Professional Development Day, Location TBA
July 13-16, 2016	NAEOP 82 nd Annual Conference & Institute, St. Louis, Missouri



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 Teresa Himmelberger or Darla Williams.



GAEOP Holiday Open House and Service Project



Granite Association of Educational Office Professionals held their annual Holiday Open House and Service Project on Wednesday and Thursday, December 9th and 10th. The theme was “Santa’s Workshop” and the service project was helping the Granite Education Foundation fill Santa Sacks for students in our district. In return, the GEF donated a small holiday gift to each GAEOP member.

All Granite District secretaries were invited to visit Santa’s Workshop after they attended fun and informative workshops. They were treated to a hot chocolate and cider bar and delicious cookies. The generosity of our wonderful employees was on full display as the donation table was overflowing.



Inservice Opportunities

submitted by Carol Berlin & Diana Pennington, Inservice Committee Co-Chairs

The following inservice classes will be offered during the months of January and February. More information about these classes, including how to sign up, has been or will be emailed. If you have questions, please contact Carol Berlin (clberlin@graniteschools.org) or Diana Pennington (dpennington@graniteschools.org).

Outlook - Basics	Thursday, January 7	9:00 - 11:00 am	C-121
	Thursday, January 7	12:00 - 2:00 pm	C-121
Retirement (GSD)	Friday, January 15	9:00 - 10:00 am	Aud A
	Friday, January 15	1:00 - 2:00 pm	Aud A
Excel - Beginning	Wednesday, January 20	9:00 - 11:00 am	C-121
	Wednesday, January 20	1:00 - 3:00 pm	C-121
Excel - Advanced	Wednesday, January 27	9:00 - 11:00 am	C-121
	Wednesday, January 27	1:00 - 3:00 pm	C-121
Outlook - Advanced	Tuesday, February 16	9:00 - 11:00 am	C-121
	Tuesday, February 16	12:00 - 2:00 pm	C-121
Google Docs - Beginning	Wednesday, February 17	9:00 - 11:00 am	C-121
	Wednesday, February 17	12:00 - 2:00 pm	C-121
Quarterly Training - “Pink Book”	Tuesday, February 23	9:00 - 10:00 am	Aud A
	Tuesday, February 23	12:00 - 1:00 pm	Aud A
Adobe Fillable Forms	Wednesday, February 24	9:00 - 11:00 am	C-121
	Monday, February 29	1:00 - 3:00 pm	C-121

January is...

The month of January is National Clean Up Your Computer Month.



You're busy. Cleaning up your computer's hard drive might seem like the last thing you have time for. But properly backing up and organizing your computer files could actually save you a lot of time - especially if your Mac or PC ever decides to melt down. In observance of National Clean Up Your Computer Month, here are five simple steps to get your computer operating at its best.

1. **Run a complete backup** - Before you start deleting files, it's a good idea to back up your system as it currently exists. Many backup programs allow you to create a mirror of your hard drive on an alternative disk. This is a good way to prevent loss of a file should you mistakenly delete something. If you choose not to perform a complete backup, at minimum protect important personal, school and work files.
2. **Organize your documents** - Especially when in a hurry, it's common to give files names that aren't recognizable. Similarly, people often stash documents in untitled folders or other out of the way places that are hard to track down. These habits can make it difficult to find files when you need them again. Instead, implement a logical naming and archiving system that works for you. De-clutter your virtual workspace by placing desktop files in appropriate folders.
3. **Delete what you don't need** - As you're going through files, ask yourself whether you really need them. If there's no chance that you're ever going to use something again, delete it. In addition to getting rid of unnecessary documents, examine your hard drive for programs, downloads and other items you don't use. Throw away superfluous items to open up space on your computer. If you find it hard to part with digital files, at least move them to an alternate archival drive where they won't hamper your machine's performance.
4. **Institute order online** - The Internet is infinite and can seem unwieldy. Staying on top of all of our websites and online accounts can seem difficult. Using tools on your computer, though, you can organize your online life. First, make sure your bookmarks are in order by making any site additions and deletions that reflect your current browsing habits. Organize bookmarks in an intuitive way so that you can easily find sites you regularly visit. In managing online accounts and passwords, employ a password manager like Keychain (for Macs) or Windows Live ID (for PCs).
5. **Organize email** - With so many available email clients and Web-based mail services available, it's impossible to provide precise direction for organizing messages. Some basics, though, can make a big difference. First, delete any messages you don't need. Establishing clearly identifiable folders - rather than leaving mail bunched together in your inbox - is also a good idea. And updating your contacts list can help to ensure that you have the addresses you need without the added clutter of old contacts.

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

Heather Noorda - January 9
Bennion Elementary

Darla Tolman - January 9
Prevention & Student Placement

Elaine Wright - January 9
School Accountability Services

Jo Potter - January 14
Budget Development

Cyndie Dotson - January 16
Cottonwood High

Luann Simonsen - January 16
Fremont Elementary

Verneita Hunt - January 17
Human Resources

Kim Nickerson - January 17
Rolling Meadows Elementary

Elizabeth Peterson - January 18
Hillside Elementary

Dena Loveless - January 19
Gourley Elementary

Shauna Ross - January 19
Special Education



Shawna Cluff - January 20
Churchill Jr. High

Ashley Winkelkotter - January 23
Architecture & Construction Services

Natalie Yates - January 23
Bonneville Jr. High

Debra Martin - January 27
Cyprus High

Catherine Richards - January 30
Wasatch Jr. High

Carol Ferguson - January 31
Granger Elementary

Tips & Tricks

submitted by Amy Torres, Jr. High Board Member

As this year is coming to an end, I started to think about what I can do to make this coming year a happy and successful one in all aspects of my life. I found the following article with 10 tips to help us to have a wonderful coming year.

- 1. Be mindful.** Stop! Right now. Take a deep breath. And another. Relax. There is abundant evidence that a few moments of mindfulness, or simple meditation, during the workday brings significant health and happiness benefits.
- 2. Use your strengths.** The research is overwhelming that you are happiest when you match your work with your strengths and personality.
- 3. Learn optimism.** Optimism and happiness are not the same thing, but they are pretty darn close. Start by challenging your own negative thoughts. When bad things happen, don't see them as the end of the world. Optimists perceive every setback as temporary.
- 4. Have a sense of humor.** It is OK to laugh and have fun at work. In fact, it is necessary for happiness. Humans are evolutionarily programmed for fun and play.
- 5. Keep moving - literally.** Don't fight evolution. Your DNA comes from beings who could outrun prehistoric predators. The sit-around types became dinner and didn't pass on their genes. Take a break and walk around. Get some air and sunlight.
- 6. Keep perspective.** The universe doesn't revolve around you and your worries. If your boss doesn't pat you on the back every day, it isn't because she doesn't like you any more, it's because she probably has other things on her mind.
- 7. Be nice.** The late Chris Peterson, famed positive psychologist, defined happiness as follows: "Other people matter." Pay attention to your old friends from school, your family, the person next door. Real friends, not Facebook friends. Walk around the office. Talk to people about things other than work.
- 8. Be resilient.** Resilience is the ability to recover and grow from a setback. You can handle just about anything.
- 9. Be grateful.** Multiple studies show that people who express gratitude to others, and have a sense of thankfulness for the good things in life, experience much higher levels of well-being than those who don't. Saying thank you doesn't just make others happy, it makes you happy as well.
- 10. Make your job a calling.** It has been written about how there is work, and there are callings. The happiest people find both at the same place. This isn't easy, and might require a good deal of self-reflection and false starts. That is OK. But a pretty good place to start is seeing how successful you can be implementing some of the strategies on this list.

10 New Year's Resolutions for Workplace Happiness, Dan Bowling, January 2, 2015

<http://www.talentmgt.com/blogs/6-psychology-at-work/post/7023-new-years-resolutions-for-workplace-happiness>



Lava Cake for the Crock Pot

Submitted by Traci Pritchett, Membership Chair

Recipe courtesy of Betty Crocker

- 1 chocolate fudge box cake mix
- 1 ¼ C milk
- ½ vegetable oil
- 3 eggs
- 1 - 4 oz package of instant pudding
- 2 C milk
- Small package semi sweet chocolate chips
- Vanilla Ice Cream - optional

Mix chocolate box cake mix with milk, oil and eggs. Pour into slow cooker. Then mix box pudding with milk and layer on top of cake mix. Sprinkle chocolate chips over top. Cook on high for 2 1/2 hours. Enjoy on its own or with vanilla ice cream.



PSP/GCOP Recipients

Submitted by Traci Pritchett, Membership Chair

The following office professionals have obtained their certification. **Congratulations!** For more information on how to get started on your certificate, contact Traci Pritchett today.

Jodi Halaeva - Human Resources
Intermediate

Jill Rasmussen - Taylorsville Elementary
Entry

Next Article
Deadline:
January
20th

"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:

Danielle Kitchen

School Accountability Services
385-646-4525
dfkitchen@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:
UAEOP

Utah Association of
Educational Office Professionals
NAEOP

National Association of
Educational Office Professionals



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

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Verneita Hunt - Human Resources
Gail Howe - School Accountability Services
Emme Liddell - Taylorsville High School
Doug Wagstaff - Hunter Jr. High School
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Teresa Himmelberger - Payroll Office
Kari Parry - Taylorsville High School
Karen Bowden - West Lake Jr. High School
Darla Williams - Hunter Elementary School
Leanne Helbling - Crestview Elementary School
Diana Pennington - Communications
Carol Berlin - Teaching & Learning Services

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