



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.

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HAPPY NEW YEAR

Teresa's Tidbits

Happy New Year! I hope you had a restful but adventurous Holiday break! As the New Year rings in, it is time to make resolutions and/or goals that we feel we can achieve. I have learned over the years to be realistic in my expectations. Setting reasonable goals so that I feel I have accomplished something is much better than feeling like I have failed. Whether it be volunteering to help others, furthering your education, healthy living, or just taking a trip, I wish you much success in your resolutions.

One of my goals for this year is to continue to find ways to help GAEOP in its continued success. I have learned so much these past few years and am excited for the future of GAEOP. We currently have 223 members and I would love to see that continue to climb. Let's all work together to make that happen.

In December, GAEOP sponsored a service project for the Young Parent Program in our district. We collected items at our "Whoville" holiday party. Although the weather was definitely frightful, we had a great time and the amount of items collected was tremendous. I, along with Danielle Kitchen, Natalie Yates, and Elaine Wright had the honor of presenting these items to Emme Liddell, Principal, and the young parents. *Check out the photos on our Facebook page.* It was a very rewarding experience. Thanks to all of you that participated in this project.

There are several events that will be taking place over the next few months (more information on page 2). The first is the UAEOP conference in St. George, March 14-16th. The classes offered are always filled with great information. The second is GAEOP & Granite Education Foundation (GEF) sponsored recognition awards. This is a great time to nominate someone that you think goes above and beyond and is deserving of this recognition. GAEOP also offers a scholarship for continuing education. This can help you further your education and also earn your GCOP or PSP certificate. A dinner will be held at the end of March for those recipients, to honor them for their accomplishments. Elaine Wright, Administrative board member, will be chairing the dinner. Merilynn Boekweg, Executive board member along with members of her committee have done a fabulous job revamping the application process. Watch for the applications and criteria in February.

Elections for the new 2014-15 GAEOP board will be held in March. As members of GAEOP you can nominate and elect new board members. I encourage you to take the opportunity to become part of this great organization and support those that take time to plan events and trainings, and work with administration on your behalf. Nomination forms will come out in February along with the open positions.

I am looking forward to the next couple of years as President, and see great things happening. I can only be successful with the help of others. GO TEAM!

*Teresa Himmelberger
GAEOP President Elect*

Your success and happiness lies in you. Resolve to keep happy, and your joy and you shall form an invincible host against difficulties - Helen Keller

2014 UAEOP Professional Development Conference

Going the Extra Mile

March 14 - 16, 2014

Lexington Hotel & Conference Center - St. George, Utah



Plan on *Going the Extra Mile* to the UAEOP conference held on Saturday & Sunday, March 15 & 16, 2014, at the Lexington Hotel and Conference Center in St. George, Utah. You will be driven to go the extra mile as you learn from our uplifting keynote speaker and knowledgeable presenters. You will be re-energized and motivated to work harder than is expected of you in order to meet your goals. ***Chart your course today!***

For more information visit www.uaeop.org or contact Danielle Kitchen (dfkitchen@graniteschools.org)

Submitted by: Brent Severe, Director - GEF and Midge Treglown, Administrative Secretary

GRANITE EDUCATION FOUNDATION

The Granite Education Foundation is pleased to announce the new \$500 C.A.R.E. (Celebrate Achievement, Reward Excellence) award for outstanding office professionals. This award is designed to recognize and encourage outstanding performance in the workplace and will be presented annually to two Granite School District educational office professionals who contribute significantly to the efforts of the administrative team, take initiative in carrying out tasks effectively and efficiently; demonstrate strong leadership skills; exhibit a positive attitude and selfless service to colleagues, staff, students and patrons. Nominees must have five years as a full time employee of the Granite School District. Nomination process will be online through the Granite Education Foundation website as in the past. Any school and/or district employee, who has knowledge of the accomplishments of an individual, may nominate an educational office professional for this honor.

GRANITE EDUCATION FOUNDATION



GAEOP Awards & Scholarships

New updated and simplified applications:

- GAEOP Administrator of the Year
- GAEOP Office Professional of the Year
- **NEW** – GAEOP Part-time Office Professional of the Year
- Winona Fullmer Member Scholarship
- Helen P. Metos Student Scholarship

Applications for the awards will be made available in January to all administrators (schools & district offices) and all secretaries. The Metos Scholarship application will be available for students through the high school counseling centers and business teachers. The Fullmer Scholarship applications will be sent to all secretaries.



EXTRA EXTRA
Read all about it!

GAEOP is looking for some great office professionals to serve on the board for the 2014-15 year. Watch for more details coming in February. We need you!

Visit <http://gaeop.weebly.com>

You can find:

- Our Mission Statement
- GAEOP Board Members
- Member Bylaws
- Calendar of Events
- Training handouts
- Office Professional Handbook (Memorandum of Understanding)
- PSP/GCOP Application
- The LINK (past and present)
- Photos of events (past and present)

Congratulations to our newest GCOP recipient:

Cindy McCleve, Curriculum – Entry

New Office Professional:

James Tramp, Granite Peaks

Back up your stuff – Submitted by: Clay M. Glad, Network Engineer

Facts: The most valuable part of your computer is your data, which is stored on a hard drive (a moving part that will die; it's just a matter of when). You are responsible for your data; not IT, not your STS or NE, not your computer tech - **you**. You **need** a backup. Buy and install (follow the instructions that come with it) backup external hard drives bundled with backup software, and adjust the settings so it will also back up your M:\ drive. For Windows I like "Seagate Backup Plus"; Google will find it for you under \$100. On a Mac I like "Seagate Plus". When you plug it in your Mac will ask, so just tell it to let "Time Machine" do the backup. Think of it like car insurance. 95% of us will never need to get data off of that backup drive, but for the 5% that do - it's a lifesaver.

I showed up for work two weeks ago to a broken computer - my hard drive had died. When I got my repaired computer back it only took me a couple of hours to have everything back and running because (drum roll please) I have a USB hard drive behind my computer that has a backup of everything. Get a backup drive; it's well worth it.



Our thoughts are with those that have lost loved ones

Jan Richardson, Truman Elem. – Mother In law
Stephanie Maarse, Human Resources – Granddaughter

Get well wishes to Gaylawn Starnes – Human Resources

If you know of someone that has lost a loved one or is ill, please contact Vickie Burrow vlburrow@graniteschools.org, Teresa Himmelberger tdhimmelberger@graniteschools.org, or Elaine Wright ewright@graniteschools.org



JANUARY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 HAPPY NEW YEAR	2 District Office Resumes	3	4
5	6 School Resumes	7 Board of Ed 7:00p	8 GAEOP Board Meeting 4:15	9 GAEOP Advisory 9:30am HR	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King Day	21	22	23	24	25
26	27	28	29	30	31 Chinese New Year	

Upcoming Dates: February 14th, Valentine's Day (don't forget your sweetheart)

Recipe Corner: Easy office recipes

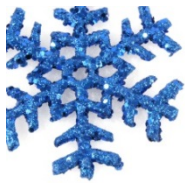
HAPPY BIRTHDAY GAEOP MEMBERS

Alejandra's Granola

9 cups old fashioned rolled oats
3 cups coconut flakes
2.5 cups any nuts you like
1.5 cups sunflower seeds
2 cups cooking (I like to use only 1.5 cups of canola oil)
2 cups warm honey
4-5 cups any combination of dried fruit
Note: I have tried raisins, cranberries, cran-strawberries, papaya, pineapple and mango
Pre-heat your oven to 350 degrees. Mix the first four ingredients in an extra big bowl, mix well, and then add the oil and warm honey. Mix well until everything is covered with honey, add oil.

Scoop about 6 cups of your oats mixture onto three baking sheets (2 cups per sheet). Put baking sheets in the oven for about 7-10 minutes or until golden brown. Mix together one sheet of oat mixture with 1/3 of the fruit mixture in a large bowl. Let the mixture cool. Store in a covered container. Repeat the fruit and oat mixture for the other two trays. Store! ENJOY!!

If you would like to share a recipe, contact Jan at jerichardson@graniteschools.org



January

1	Lesla Campbell	Maintenance
2	Jan Richardson	Truman Elem.
7	Teresa Evans	Cottonwood High
7	Tanya Sargent	Driggs Elem.
7	Midge Treglown	GEF
9	Darla Tolman	Hunter Elem.
9	Elaine Wright	School Accountability
14	Susan Cline	Eisenhower Jr.
14	Jo Potter	Budget Office
15	Marilyn Hardman	Kearns High
16	Cyndi Dotson	Cottonwood High
16	Luann Simonsen	Fremont Elem.
18	Elizabeth Peterson	Hillside Elem.
19	Shauna Ross	Special Ed.
19	Dena Loveless	Gourley Elem.
20	Ashley Beesley	Staff Development
20	Arlene Johnson	Architecture
20	Shawna Cluff	Churchill Jr.
23	Ashley Winkelkotter	Construction
23	Natalie Yates	Bonneville Jr.
27	Debra Martin	Cyprus High
30	Catherine Richards	Granite Peaks

Winter Walking Tips - Submitted by: Merilynn Boekweg, Executive Board Member



Winter snow and the ice it brings to cover the roads, sidewalks and parking lots can be quite dangerous. Falls due to ice and snow are one of the most common winter injuries.

Take steps now to prevent a fall by learning and implementing these suggestions:

Be Safe

- Plan extra time on your schedule to prevent being in a rush. Most accidents occur due to inattention or being in a hurry.
- Remove snow from shoes before entering any building.
- Always use a handrail when climbing up and down stairs.
- Always use handrail when going in and out of buildings, vehicles or public transportation.
- Wear footwear with traction.

Be Smart

- Walk at a slower pace.
- Stay on designated walkways.
- Watch for and avoid slippery surfaces.

Be Seen

- Wear visible clothing especially at night or during heavy snow.
- Wait for vehicles to stop completely before crossing the road.
- Approaching vehicles may not be able to stop immediately due to road conditions.

If you fall, relax and try to fall as limply as possible. Avoid using your arms to stop your fall.

If you need immediate medical attention, call 911. (University of Utah Environmental Health & Safety)

Bonus Winter Tip: We know its plain common sense, but there's no harm in mentioning it: no cowboy boots, sneakers, leather shoes and plastic-soled shoes.

Office Professional Spotlight

The secretaries at *Orchard Elementary* have been working together in the office for 9 years. They can practically read each other's minds as well as finish each other's sentences!

Vicki Platt is the Principal Secretary and has been at Orchard Elementary since 1997. In the past, she has also worked as a Playground Aide, Reading Aide, and Lunch Clerk. Vicki has four children, 3 of whom are currently on LDS missions in Russia, Canada and Massachusetts. She enjoys sewing, crocheting, camping, traveling and spending time with her two granddaughters.

Keelee Powell is the Lunch Clerk and has been at Orchard since 1991. She has also worked as a Playground Aide and General Office Clerk. Keelee has 6 children and 10 grandchildren with one more on the way! She has been actively involved in the Boy Scouts of America since 1988.

Lori Lohmeyer is the General Office Clerk and has been at Orchard since 2004. She has also worked as a Playground Aide and Truancy Clerk. Lori and her husband recently bought their first house and have been happily married for 3 years. She enjoys all arts and crafts and is also a photographer.



MONTHLY HAPPENINGS

Submitted by Marie Orton: Part time Board Member



"*Da Vinci the Genius*" at the Leonardo closes at the end of this month! Closing date is January 27th and is \$10.50-\$19.50. It's really a must see! Check out the Leonardo website for more details. <http://www.theleonardo.org/>



Calling all Jazz fanzz! Our Jazz **needs** our support! Tickets range from \$10-\$241! These games are high energy and lots of fun! Great date night!

Do you have the January Blahs?

Submitted by: Colleen Lynch, Historian

Here are some of my suggestions to help move us out of the blahs

- Have a pillow fight
- Chase your kids (dog, cat, or snake) around the inside of the house
- Exercise
- Take your significant other out to the bowling alley
- Tennis game on the Wii
- Have a dance party
- If you don't like pillow fights how about a tickle fight
- Clean a closet/drawer or room
- Take a week-end trip to Park City (above the inversion)
- Rearrange a room
- Paint a room
- Join a book club
- Try a new recipe
- Learn a new craft
- Exchange treats with a friend
- Get all your birthday cards ready for the year
- Have a summer meal (BBQ)

The most important thing is to get up and DO SOMETHING!

We would love to have you become a part of our team. Join GAEOP! \$15.00/yr. Contact Kari Parry, Membership Chair at: kmparry@graniteschools.org, or you can fill out the form below and send it to Kari Parry, Taylorsville High:

Name: _____

Location: _____

Birthday: Month _____ Day _____

Employee ID # or SS#: _____

Cash: _____ Check: _____ Payroll Deduct: _____
(Make check payable to GAEOP)

Signature: _____

JOIN US ON
Facebook



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

Next Article
Deadline:

January
25th

"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 editors via email:

tdhimmelberger@graniteschools.org

or

ctlynch@graniteschools.org

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 25th of each month.

GAEOP is affiliated with:

UAEOP

Utah Association of
Educational Office Professionals

NAEOP

National Association of

GO TEAM
Together
Everyone
Achieves
More



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Donnette McNeill-Waters – Director, Human Resources
Verneita Hunt – Assoc. Director, Human Resources
Jane Lindsay – Director, School Accountability Services
Vickie Burrow – Eastwood Elementary
Teresa Himmelberger – Payroll Office
Danielle Kitchen – School Accountability Services
Kari Parry – Taylorville High
Gaylynn Osness – Bennion Jr.

The advisory committee meets the 2nd Thursday of each month to discuss issues concerning the Granite School District office professionals.