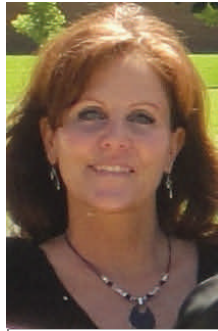




Mission Statement

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! I hope your winter recess was restful and gave you the much needed time to rejuvenate. As is customary, this is the time that we make our new year's resolutions. Be practical in your expectations. Try to not put undue pressure on yourself to make those goals that you know may be unobtainable. I hope you will be able to come up with some goals that will give you the feeling of success. One of my goals is to try and find something every day that will make me smile or better yet, laugh. I have become a faithful TV audience member to "The Ellen DeGeneres Show", and I can laugh, cry and smile all at once. If you haven't had a chance to watch an episode, I dare you to try!

In the Fall NAEOP Administrative Council newsletter, I read an article about laughter. Have you heard the phrase "Laughter is the best medicine"? I am a firm believer that we must have laughter in our lives. **Did You Know That Laughter . . .**

- Raises pain tolerance
- Relieves tension in muscles
- Increases blood flow
- Stimulates the release of endorphins and puts you in a better mood
- Boosts the immune system
- Boosts problem-solving ability and creativity
- Makes you more open-minded

These simple sentences can make a difference in the way we function at work. Giving us the opportunity to be more open minded about our workload, find better ways to complete our jobs daily, and overall, be in a more positive mood in the office. I would like to encourage each of you to find something that you can laugh about each day, because at the end of the day, who wouldn't want to be HAPPY!?!?

*Teresa Himmelberger
GAEOP President
Together we can.....SAIL ON*

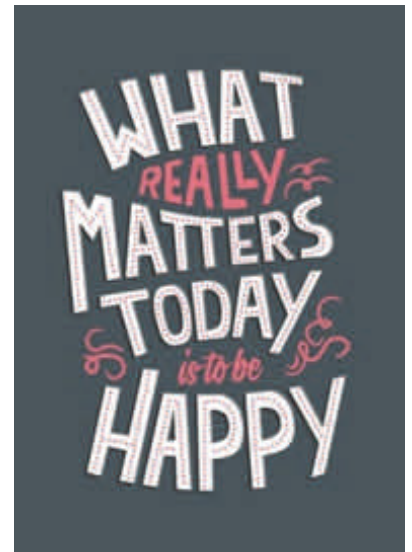
Noteworthy items:

30 hour workshops are in the works. Look for more details to come. (page 3)

Please take a few minutes to read important information enclosed regarding GAEOP scholarships and recognition awards for Office Professionals and Administrators (page 4). An email will be forthcoming with additional details.

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- 2 School Spotlight
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2014-2015 Advisory Committee





Oquirrh Hills Elementary Office Staff

Submitted by: Stephanie Rees, Elementary West Board Member



Nichole Startup, Principal's Secretary

This is Nichole's first year as principal's secretary and she loves it! She has worked as a playground aide, Title 1 aide and the attendance secretary at Oquirrh Hills as well. She is married and has four children ages 19, 17, 15 and 14 who also attended Oquirrh Hills. Nichole loves summer time, sitting poolside, reading and spending time with her family and friends.



Claudia Watson ~ Lunch Secretary

Claudia began her career with GSD in 2001 in the Title 1 program at Redwood Elementary. Shortly after starting she met the then principal of Oquirrh Hills, Jane McClure, who was teaching citizenship classes at Kearns High and it wasn't long after that Claudia was able to transfer to the Title 1 program at Oquirrh Hills. During her first year at Oquirrh Hills, Claudia had the great privilege of becoming a new citizen of The United States of America. Claudia is now enjoying her 4th year as lunch clerk. Claudia is fluent in Spanish and English, which comes in handy when the need arises for translation between parents, students and staff. Claudia loves watching students blossom and enjoys spending her workday with them. She also finds fulfillment working with the staff, parents and volunteers who make Oquirrh Hills Elementary a great place for children to learn and grow.



Kim Hogan, Attendance Secretary

This is Kim's first year as an attendance secretary and 2nd year as playground aide at Oquirrh Hills. She has a son in 2nd grade and a daughter in 3rd grade who both attend this school and love it. Kim loves to be creative in her free time by crafting and creating jewelry. Her happiness motto: Put a bird on it.

Dates & Deadlines:

January 1, 2015	New Year's Day
January 14, 2015	GAEOP Board Meeting
January 15, 2015	Advisory Meeting
January 19, 2015	Martin Luther King, Jr. Day
January 20, 2015	LINK Articles Due
January 20, 2015	} 30 Hour Workshop information about classes on page 3
January 23, 2015	
January 26, 2015	
January 28, 2015	
January 29, 2015	
March 13-14, 2015	UAEOP Annual Conference Salt Lake City
June 10, 2015	GAEOP Professional Developmet Day Location TBA
July 22-25, 2015	NAEOP 81 st Annual Conference & Institute Buffalo, New York



Kudos to the following office professionals that have been recognized as a "Customer Service Star" in the Granite School District Employee Link newsletter.

Claudia Edvalson - Hunter High School

Do you want to recognize a colleague for a recent accomplishment? Honor a fellow office professional for a recognition? Thank a friend for helping you on a project?

We want to hear from you so that we can let everyone know that Granite School District Office Professionals are awesome!

Please send kudos to Danielle Kitchen at dfkitchen@graniteschools.org

Make 2015 Your Best Year Yet

www.AdminProToday.com

With the new year just around the corner, it's time to think about how to make the upcoming year your best yet. By making a few changes to how you approach your career, you'll be well on your way to making 2015 a banner year.

Plan - Roy Cohen, career coach and author of *The Wall Street Professional's Survival Guide*, recommends you establish concrete career goals and a game plan to achieve them. "If winning sports teams and A-list companies engage in a planning process so should you," he says. "Like them, build in a way to measure your progress and to tweak the process along the way."

Get Feedback - Seek feedback from others as you work on setting these goals, both to make sure they're reasonable and to help keep you on track and excited, Cohen says. Positive and practical feedback from the people you admire goes a long way in maintaining focus and commitment.

Develop Yourself - Job training and education are great ways to stretch yourself and keep your professional skills and knowledge up to date. "No matter what your work situation, you will get more out of it if you choose to learn along the way," says Jessica G. Hartung, founder and CEO of Integrated Work. She recommends establishing a learning agenda. "Identify one to three areas that you want to learn more about. It could be a skill, industry knowledge, communication skills, negotiation tactics, problem solving, resilience."

Play the Long Game - As you work toward achieving your career goals, remember that whatever you learn and do will add to your experience and help you build for the future. "Workplaces offer incredible opportunities to stretch ourselves, try new things, take on challenges and make a difference in our lives, and in those around us," Hartung says. "Use the work experience to grow your skills, capabilities, and knowledge, because investments in yourself pay dividends long after your paycheck is spent."



What's your top resolution for taking better care of yourself in 2015?

- ◇ Sit less
- ◇ Eat better
- ◇ Sleep more
- ◇ Say "no" more
- ◇ Exercise more
- ◇ Take more time for yourself

Go to www.AdminProToday.com to vote and view the results.

30 Hour Workshop

submitted by Teresa Himmelberger, GAEOP President

The GAEOP 30 hour workshop is in the final stages of planning. This is your chance to get in-service hours to obtain your PSP/GCOP certificate and receive a monetary stipend. For details on the PSP/GCOP program, go to gaeop.weebly.com, then click on the PSP/GCOP tab. The following classes will be available:

- Google Docs – Educational Technology
- Create a Web Page – Chris Mower, The WP Guy
- Excel, Basic– UEN
- Excel, Intermediate – UEN
- Grammar – Patricia Thompson, NAREOP
- Customer Service – Ben Horsley, Communications Office
- Parent Portal, Canvas & Gradebook – Karen Tohinaka, Info. Systems & Celia Powell, Ed. Tech
- Basic Word – UEN



Details of dates, times & signup sheets will be forthcoming. Don't miss this opportunity to continue your education.

Getting Organized

submitted by Darla Williams, Secretary

**“ORGANIZING IS WHAT YOU DO BEFORE YOU DO SOMETHING,
SO THAT WHEN YOU DO IT, IT IS NOT ALL MIXED UP.”**

So I signed up to do an article on organization, then I promptly forgot and had to be reminded. Why? Because I didn't write it down. When I was reminded by someone much more organized than me (hello, Teresa!), I went straight to family and friends for help. After they stopped laughing, they all gave me the same advice . . . Google it! The search was eye-opening for me. So, I will be putting these suggestions into action, and I hope they will help you, too.



LOOKS LIKE MOM GOT A LABEL MAKER.

- ◆ **Write Things Down.** Never assume that you will remember. Have an assigned place, and write everything down.
- ◆ **Make Schedules and Deadlines.** Truly organized people don't waste time. They have daily schedules, weekly schedules, and even longer ranged schedules. They make goals, and then write down what they need to do to achieve those goals.
- ◆ **Stop Procrastinating.** There is nothing more stressful than finishing something right at the deadline (*for instance . . . an article on organization*). Look at your goals and start on them early.
- ◆ **Give Everything a Home.** It is easy to lose things if they don't have a home. The favorite item of any organized person? A label maker.
- ◆ **Organize Weekly.** Find time each week to reorganize. Your stuff does not stay organized on its own; you need to work on it constantly and consistently.
- ◆ **Declutter.** Organized people keep only what they really need.
- ◆ **Know Where to Discard.** Donate, sell, or throw away. Find the place for it and get rid of the things you don't need.
- ◆ **Stay Away From Bargains.** Now that you have discarded some things, don't replace them.
- ◆ **Delegate Responsibility.** Go through your to do list, or make one. Now find one task and either remove it, or give it to someone else.
- ◆ **Work Hard.** Put in the effort until it becomes a habit.

I wish you all a happy, organized, and stress-free New Year.

GAEOP Awards & Scholarships

submitted by Carol Berlin, Awards & Scholarships Chair



Do you know an outstanding office professional? Do you work with an amazing administrator? It's time to start thinking about who you can nominate for the GAEOP Awards and Scholarships. (The hard part will be narrowing it down to only nominating a few!) Applications and deadline information can be found on the GAEOP web page at <http://gaeop.weebly.com/scholarships--awards.html>. The awards and scholarships available are:

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

Please call Carol Berlin at 385-646-4513 if you have any questions.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Lesla Campbell - January 1
Maintenance

Janice Richardson - January 2
Copper Hills Elementary

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 Services

Susan Cline - January 14
Eisenhower Jr. High

Jo Potter - January 14
Budget Office

Cyndie Dotson - January 16
Cottonwood High

Luann Simonsen - January 16
Fremont Elementary

Verneita Hunt - January 17
Human Resources

Kirsten Sandberg - January 17
Pleasant Green Elementary

Elizabeth Peterson - January 18
Hillside Elementary

Dena Loveless - January 19
Gourley Elementary

Shauna Ross - January 19
Special Education

Ashley Beesley - January 20
Staff Development

Shawna Cluff - January 20
Churchill Jr. High

Arlene Johnson - January 20
Architecture & Engineering

Ashley Winkelkötter - January 23
Architecture & Engineering

Natalie Yates - January 23
Bonneville Jr. High

Debra Martin - January 27
Cyprus High

Recipe Corner

I don't know about you, but after the busyness of the holidays, my mantra is "simplify, simplify, simplify." Here's a simple, yet great recipe for barbeque chicken from *Carol Berlin, Executive Secretary in Teaching and Learning Services*. Pair this up with a warm roll or loaf of crusty bread and a tossed salad and you'll have a great week-day (or anytime) meal.

Crockpot BBQ Chicken



Make layers in your crockpot of chicken, then lemon pepper followed by regular Kraft BBQ sauce, repeated two more times for a total of three

layers. Cover pot and cook on high for 4 - 5 hours. (This picture depicts adding some bacon to the crockpot, as well. Can't go wrong with bacon!)

Welcome New GAEOP Members!

The following is a list of new GAEOP members...welcome aboard! So happy to have you part of our crew. If your name is missing from this list or you would like to join GAEOP, please contact Traci Pritchett at tpritchett@graniteschools.org.

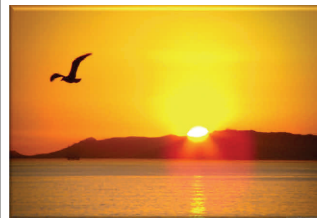


Cherilyn Bramhall - Gourley Elementary

Ruth Brown - Granger High

Susan White - Magna Elementary

2015 UAEOP Conference



Seize the Day

March 13 - 14, 2015

Corner Canyon High School ~ 12943 South 700 East, Draper

Keynote Speaker - Dr. Matt Townsend

Additional conference information and online registration can be found at

www.uaeop.weebly.com



Our thoughts are with those who 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 Teresa Himmelberger or Darla Williams.



“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

TOGETHER WE CAN.....



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

Visit Our Website

www.gaeop.weebly.com

Granite School District
2500 S State Street
Salt Lake City UT 84115

2014-2015 GAEOP Board Members

President - Teresa Himmelberger
Advisory, Meet and Confer
Payroll Office
385-646-4311
tdhimmelberger@graniteschools.org

Vice President - Kari Parry
Nominations/Elections
Taylorsville High
385-646-6903
kmparry@graniteschools.org

Secretary - Darla Williams
Birthdays, Well Wishes
Hunter Elementary
385-646-4876
djwilliams@graniteschools.org

Treasurer - Kathryn Roos
Finance
Granite Technical Institute
385-646-4340
kgroos@graniteschools.org

Historian - Cindy McCleve
In-services
Matheson Jr. High
385-646-5290
ccmcclve@graniteschools.org

Membership - Traci Pritchett
PSP/GCOP
Granite Peaks Lifelong Learning
385-646-7615
tpritchett@graniteschools.org

Part Time Board Member - Marie Orton
Facebook
Curriculum & Instruction
385-646-6042
morton@graniteschools.org

Elementary Board Member - East
Leanne Helbling
Office Professional Week
Crestview Elementary
385-646-4804
ldhelbling@graniteschools.org

Elementary Board Member - West
Stephanie Rees
Ways and Means, Weebly
Diamond Ridge Elementary
385-646-4858
srees@graniteschools.org

Junior High Board Member
Cristine Brimley
Fall Social
Churchill Jr. High
385-646-5144
cbrimley@graniteschools.org

Senior High Board Member
Karen Bowden
Evening of Recognition Dinner
West Lake Jr. High
385-646-5254
kdbowden@graniteschools.org

Administrative Board Member
Elaine Wright
Office Professional Week
School Accountability Services
385-646-4535
ewright@graniteschools.org

Executive Board Member
Carol Berlin
Scholarships and Awards
Teaching & Learning
385-646-4513
clberlin@graniteschools.org

2014-2015 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Donnette McNeill-Waters - Human Resources
- Verneita Hunt - Human Resources
- Jane Lindsay - School Accountability Services
- Emme Liddell - Taylorsville High School
- Tina West - Rosecrest Elementary School
- Teresa Himmelberger - Payroll Office
- Kari Parry - Taylorsville High School
- Karen Bowden - West Lake Jr. High School
- Darla Williams - Hunter Elementary School
- Elaine Wright - School Accountability Services

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