

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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## Vickie's Vibes

This time of year means deadlines, ordering textbooks, organizing, getting ready for refunds and all the other million and one things that we do as office professionals.

I want to thank many of you for all your help, support and kindness these past couple of years. It has been an interesting two years for me. Believe it or not, I have grown in so many ways.... The service given to any organization is always appreciated, but working as close as I have with GAEOP I am constantly amazed at how much effort goes into making things work. Whether it is in-services, employee needs, or a multitude of other issues, the support and guidance the administration gives to GAEOP is appreciated. Donnette McNeill-Waters, Dave Rettie and Verneita Hunt have helped with many issues facing office professionals. I want to send out a BIG thank you to Sherry Wilson, Danielle Kitchen, Mary Meyers and Sandy Memales, for all the advice and wisdom you have shared with me during my presidency. I have enjoyed being a part of the "TEAM" that looks out for the needs of office professionals. Truly, the GAEOP Board and Advisory committee have worked together at supporting each and every one of you.

This is also a time for change! The new GAEOP President comes in and the old goes out. I know Teresa Himmelberger will be a great asset to our association as our new President. She has always been there to help out and she is ready to approach things head on. I wish Teresa all the best in leading us through the next two years. I know she appreciates your continued support of this great association.

I hope to see each of you at the Professional Development Day on June 11<sup>th</sup>. A great day is in store. Don't forget to bring your donations to help support the Ronald McDonald House.

*Vickie Burrow*  
GAEOP PRESIDENT

***"Nobody can go back and start a new beginning, but anyone can start today and make a new ending."***

***~ Maria Robinson***



Thanks to all of you that provided us items this year to share in "The Link". A "BIG" thanks to Danielle Kitchen, for always being our 'go to gal' for the newsletter. I am so grateful that Danielle has agreed to become the new GAEOP Link Editor for 2014-15. Welcome aboard!

I want to give **KUDOS** to the 2013-14 GAEOP board members, for your time and dedication ~ I am honored to call you friends, and fellow co-workers.

To the 2014-15 GAEOP board, I am excited for the adventure ahead!

I hope you all have a safe and fun-filled summer!

Teresa Himmelberger  
GAEOP President 2014-15

#### PSP/GCOP Recipients

Trinidee Marchant – Granite Peaks, GCOP

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

**Be sure to check out the new look to our webpage in August**

#### You can find:

GAEOP Mission Statement  
GAEOP Executive Board 2014-15  
Member Bylaws  
Calendar of Events  
Training handouts  
Office Professional Handbook (Memorandum of Understanding)  
PSP/GCOP Application  
The LINK (past and current issues)  
Photos of events

New Webmaster ~ Stephanie Rees, Diamond Ridge Elem.

*When we walk to the edge of all the light we have and take the step into the darkness of the unknown, we must believe that one of two things will happen. There will be something solid for us to stand on, or we will be taught to fly!*

~ Patrick Overton

#### **How to Find Employees** ~ Submitted by Elaine Wright, Administrative Board Member

Nearly every week our office receives a phone call or e-mail asking for the phone number or e-mail address of a District employee. Here are a few simple solutions:

- When you open Outlook mail, click on the words "**Address Book**" in the upper right corner. Opening "**Address Book**" allows a GSD employee to look for the names, phone numbers and e-mail addresses of other District employees. Clicking on "**Address Book**" opens a window to the global address list. Type in the GSD employee's [last name, first name] in the window, or scroll down to the employee you are looking for. *Make sure you look at the employee's title as well as their name.* You would be amazed at how many GSD employees share the same first and last name.
- Patrons desiring employee e-mails can be directed to the GSD webpage [www.graniteschools.org](http://www.graniteschools.org). Under the **Employees** tab is **People Search**, where patrons can look up employees by department, school or name. This site does not contain any private employee information and the phone numbers associated with this site are typically the main number to the school or department location. Because District e-mail addresses are considered part of the public record, they are accessible to patrons on this GSD webpage.



**Our thoughts are with those that 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 Vickie Burrow [vlburrow@graniteschools.org](mailto:vlburrow@graniteschools.org), Teresa Himmelberger [tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org), or Elaine Wright [ewright@graniteschools.org](mailto:ewright@graniteschools.org)



**The U.S.S. GAEOP  
Professional Development Day  
is ready to set sail ~  
June 11th, 2014**

Registration check in starts at 7:00 am  
Granite Education Center  
2500 So. State Street  
Park in the northwest  
parking lot off of Main Street

It is a day cruise filled with great training, networking, food, door prizes, Ronald McDonald house service project and a chance to mingle with fellow office professionals in our district. Best of all....you can sign up for membership in GAEOP (one time payroll deduction, \$15.00).



**RONALD McDONALD  
HOUSE CHARITIES  
OF THE INTERMOUNTAIN AREA, INC.**

# Wish List

Please use the shopping list below to purchase items for the House or call 801.363.4663 for current urgent needs. We appreciate any donation you might be able to give to the House. Please note that **ALL** items must be **NEW** for the health of our families.

Donations may be delivered to 935 E. South Temple, Salt Lake City, UT 84102  
**Thank you for your support!**

**Home & Kitchen Supplies**

- 8 Gallon Garbage Bags
- Tupperware – Assorted sizes
- Home Depot® Gift Cards
- Costco® Gift Cards
- 40-100 Watt Light Bulbs (Energy Save)
- Silverware
- New Pots and Pans
- Pot Holders
- Frying Pans (various sizes)
- Paper Towels
- Toilet Paper
- Nail Clippers
- Toaster

**Cleaning Supplies**

- Laundry Soap – liquid (HE preferred)
- Fabric Softener
- Stainless steel sponges
- Paper Towels
- Bleach
- Dryer Sheets
- Pine-Sol® or Fabuloso®
- Wood Cleaner/ Polish
- Wood Soap
- Liquid Dish Soap
- Sanitizing Wipes (Clorox wipes)
- Disposable and Washable Cleaning Gloves
- Toilet Bowl Brushes
- Febreze® No Spill Wood Diffuser and Flameless Luminary

**Groceries (no expired items please)**

- K-Cups for Keurig® Coffee Makers
- Yogurt
- Fresh Fruits and Vegetables
- Onions and Garlic
- Frozen Family-Size Dinners/ Pizzas
- Butter/ Margarine
- Vegetable Oil
- Salt
- Baking Soda/ Powder
- Milk
- Juice & Juice Boxes
- Chicken Broth & Bullion Cubes
- Cereal
- Chips
- Eggs

**Family Fun**

- Passes to Local Attractions
- Taxi Vouchers and/or Bus Passes
- Movie/ Sport/ Concert Tickets
- Calling Cards for Long Distance
- New Release DVDs (G, PG, PG-13 only)
- Gift certificates

**Office Supplies**

- Copy Paper
- Tools (used ok – call for details)
- Postage Stamps
- Packing Tape
- Folders & Hanging File Folders
- Batteries (AAA, AA)
- Staplers & staples
- Paper clips
- Cute magnets

Updated 4/2014

We will have several baskets this year. For every candy purchase of a \$1.00 (1 ticket) or \$ 5.00 (6 tickets) you will receive a chance to win a basket of your choice.

*The baskets this year include the following:*

*GAEOP “SAIL ON” basket,  
Bed, Bath & Beyond basket,  
Macy’s basket,*

*3-signed Al Rounds prints,*

*NIMA Day Spa Gift Certificate w/beach bag*

*Just to name a few.*

**Get ready for summer!**

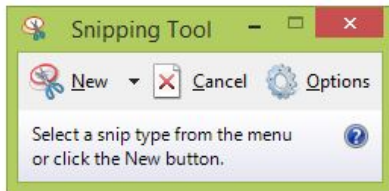


# Use Snipping Tool to capture screen shots

Windows 8.1, Windows RT 8.1 

Sometimes the easiest way to make a copy of something is to take a snapshot of your screen—this is what Snipping Tool does. Use it to save and share news stories, movie reviews, or recipes.

You can capture part or all of your PC screen, add notes, save the snip, or email it right from the Snipping Tool window.



Snipping Tool window

## To open Snipping Tool

- Open Snipping Tool by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the lower-right corner of the screen, moving the mouse pointer up, and then clicking **Search**), entering **Snipping Tool** in the search box, and then tapping or clicking **Snipping Tool**.

You can capture the following types of snips:

- **Free-form Snip.** Draw any shape around an object with your finger, mouse, or tablet pen.
- **Rectangular Snip.** Drag the cursor around an object to form a rectangle.
- **Window Snip.** Choose a window—like a browser window or a dialog box.
- **Full-screen Snip.** Capture the entire screen.

## Capture a snip

In Snipping Tool, tap or click the arrow next to the **New** button, choose the kind of snip you want, and then pick the area of your screen that you want to capture. The snip is automatically copied to the Snipping Tool window.

### Tip

You can add notes to a snip by writing or drawing on or around the snip.

## Capture a snip of a menu

1. After you open Snipping Tool, open the menu that you want a picture of.
2. Press Ctrl+PrtScn.
3. Tap or click the arrow next to the **New** button, choose the kind of snip you want, and then pick the area of the screen that you want to capture.

## Save a snip

1. After you capture a snip, tap or click the **Save Snip** button.
2. In the **Save As** dialog box, enter a file name, location, and file type, and then tap or click **Save**.

## Remove the URL

When you capture a snip from a browser window and save it as an HTML file, the URL appears below the snip. To prevent the URL from showing up:

1. Tap or click **Tools**, and then tap or click **Options**.
2. In the **Snipping Tools Options** dialog box, clear the **Include URL below snips (HTML only)** check box, and then tap or click **OK**.



## Share a snip

After you capture a snip, tap or click the arrow next to the **Send Snip** button, and then choose whether you'd like to send the snip in the body of your email or as an attachment.

LET FREEDOM RING



# JUNE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 School out for summer	6	7
8	9	10	11 <b>'SAIL ON'</b> GAEOP Professional Development Day 7:00am-4:00pm GEC 	12	13	14
15	16	17 Board of Education Meeting 7:00 pm	18	19	20	21
22	23	24 GAEOP Board Meeting 1:00 pm	25	26	27	28
29	30	July 1	2	3	4 Independence Day 	5

Upcoming Dates: Pioneer Day July 24<sup>th</sup>, 2014, School Starts August 25<sup>th</sup>, 2014

**BLT Pasta Salad**



- 3/4 cup MIRACLE WHIP Dressing
- 1 Tbsp. Yellow mustard
- 1 pkg. (7 oz.) Elbow macaroni, cooked, drained
- 1 pkg. (8 oz.) OSCAR MAYER Bacon, cooked, crumbled
- 1 cup halved cherry tomatoes
- 4 cups shredded lettuce

**MIX** dressing and mustard in large bowl.  
**ADD** macaroni, bacon and tomatoes; mix lightly. Cover. Refrigerate at least 1 hour.  
**SERVE** over lettuce.

**JELL-O® No Bake OREO® Cups**



- 1 pkg. (12.6 oz.) JELL-O No Bake OREO Dessert
- 5 Tbsp. Margarine
- 1-1/3 cups cold milk

**MIX** Crust Mix and margarine with fork until crumbs are evenly moistened. Press firmly onto bottoms of 12 paper-lined medium muffin cups, using about 1 heaping tablespoonful of the crumb mixture for each crust.

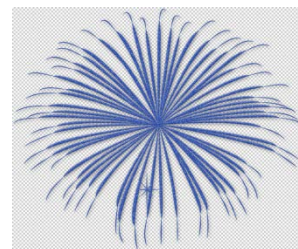
**POUR** milk into deep medium bowl. Add Filling Mix. Beat with electric mixer on low speed 30 seconds, then beat on high speed 3 minutes. (Do not under beat.) Remove 1/2 cup of the crushed cookies; set aside. Gently stir remaining crushed cookies into filling until well blended. Spoon evenly over crusts; sprinkle with reserved crushed cookies.

**FREEZE** at least 2 hours until firm. Store leftover desserts in freezer.

**HAPPY BIRTHDAY GAEOP MEMBERS**

**June**

2	Danielle Kitchen	School Accountability
9	Marcia Cannon	Hillsdale Elem.
12	Michelle Yeates	Hunter Jr.
17	Andrea Petty	Granger High
19	Carla Park	Taylorville High
22	Dixie Swiatocha	Hunter Jr.



**America**  
**Land of the free.....because of the brave**

**Top 10 tips for Teams ~ Submitted by Colleen Lynch, Historian**

Since we are all part of a team, in a department or school environment, we should utilize the resources that are available to us.

1. Diet and hydration – Drink plenty of water and be smart with what you eat to refuel yourself for the tasks ahead.
2. Stop and listen to those around you – Pick up ideas and smarter work methods from those you associate directly with.
3. Schedule your time wisely – Don't be afraid to make a list of critical items that need to be addressed and the dates when reports and items are due.
4. Mental preparation and physical warm up is always helpful – Be rested (as much as possible) when coming to work. Sometimes a quick walk around the building will refresh your mind and body while working on a problem.
5. Ignite your workout with dynamite enthusiasm – Be enthusiastic, cheerful, and helpful with those that you work with.
6. Use available resources – Take advantage of workshops and in-services to better your skills and keep up on changes.
7. Challenge yourself – Try to learn a new program to make you work smarter, not longer.
8. Don't cheat yourself – Work around a plan and set goals to accomplish your tasks and assignments.
9. Find a partner – Make a new friend at a neighboring school or department to glean ideas from.
10. Go all in – Most of all, jump into your assignments and accomplish them quickly and accurately.

Thank you for always being part of the Granite Office Professional Team!

## Office Professional Spotlight

Matheson Jr. High is a great school and we are very proud to call it home.

**Diana Pennington** is the Principal's Secretary. She is our computer expert. She knows everything about the computer and we are always happy to have her help. She has been at Matheson for 10 years. The first 2 years, she was our tracker.

**Marguerita Davilla-Telck** is the Financial Secretary. She has been at Matheson for 12 years. She came here from Granite Peaks. Marguerita is a bargain hunter. She is always looking for the best ways to stretch school funds.

**Luanne Jensen** is the Registrar. She has also been here for 12 years and came to Matheson from Granite Park. Luanne keeps the faculty together by planning luncheons and building up the morale of faculty members.

**Suzy Peterson** is our Comprehensive Guidance Secretary. She might be the best comprehensive guidance secretary in the district. She has been at Matheson Jr. for 12 years. She came to us from Hunter Jr. Suzy keeps our Counseling Center hopping and she makes life for the counselors easier by keeping the center clean and happy.

**Diane Coles** is the office Lunch Secretary. She has worked at Matheson for 11 years. She started in the cafeteria and came aboard as the Lunch Secretary three years ago. Diane works very hard to ensure the students eat well. She is very kind to the staff and students.

**Laura Mathisen** is also one of the Lunch Secretaries. Laura has been working at Matheson for 10 years. She became our 2<sup>nd</sup> Lunch Secretary this past October. Laura is also the Breakfast Manager. She arrives early each morning and does a wonderful job of giving our students a good start to the day.



Left to right: Laura Mathisen, Luanne Jensen, Marguerita Davilla-Telck, Diana Pennington, Diane Coles, and Suzy Peterson.

### MONTHLY HAPPENINGS

Submitted by Marie Orton: Part time board member

From Red Butte Garden to Cedar City there are plenty of concerts, shows and educational events to keep us busy for the whole summer. There are too many to list, but I have included some links to check out the different venues.

#### Red Butte Garden

<http://www.redbuttegarden.org/concerts>

#### Gallivan Center

<http://www.thegallivancenter.com/>

#### Murray Arts in the Park

<http://www.murray.utah.gov/index.aspx?NID=853>

#### Sandy Amphitheater

<http://www.sandyarts.com/sandy-amphitheater/upcoming-concerts.html>

#### Temple Square

<https://www.lds.org/church/events/temple-square-events/temple-square-performances>

#### Deer Valley

<http://www.deervalley.com/WhatToDo/Summer/Amphitheater>

#### Cedar City

<http://www.cedarcity.org/61/Visiting>

We would love to have you become a part of our crew. Join GAEOP! \$15.00/yr. Contact Ashley Beesley, Membership Chair at: [albeesley@graniteschools.org](mailto:albeesley@graniteschools.org), or you can fill out the form below and send it to Ashley Beesley, Staff Development:

Name: \_\_\_\_\_

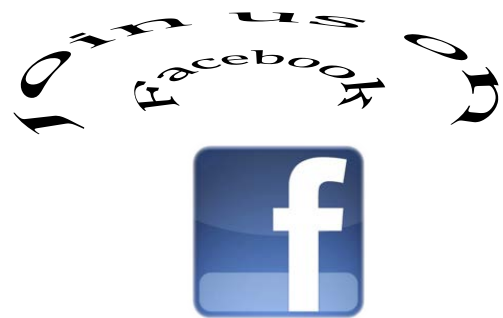
Location: \_\_\_\_\_

Birthday: Month \_\_\_\_ Day \_\_\_\_

Employee ID # or SS#: \_\_\_\_\_

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

Signature: \_\_\_\_\_



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



Next Article  
Deadline:

July 20<sup>th</sup>

“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](mailto:tdhimmelberger@graniteschools.org)  
or  
[ctlynch@graniteschools.org](mailto:ctlynch@graniteschools.org)

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

GAEOP is affiliated with:

**UAEOP**

Utah Association of  
Educational Office Professionals

**NAEOP**

National Association of  
Educational Office Professionals

**GO TEAM**  
**Together**  
**Everyone**  
**Achieves**  
**More**



GRANITE SCHOOL DISTRICT  
2500 S. State Street  
Salt Lake City, UT 84115

## 2013-2014 GAEOP Board & Assignments

### **President, Vickie Burrow**

Eastwood Elementary  
385-646-4816  
[vlburrow@graniteschools.org](mailto:vlburrow@graniteschools.org)

### **President Elect, Teresa Himmelberger**

Payroll Office  
385-646-4311  
[tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org)

### **Vice President, Vacant**

### **Secretary, Jan Richardson**

Truman Elementary  
385-646-5044  
[jerichardson@graniteschools.org](mailto:jerichardson@graniteschools.org)

### **Treasurer, Kathryn Roos**

Granite Technical Institute  
385-646-4340  
[kgroos@graniteschools.org](mailto:kgroos@graniteschools.org)

### **Historian, Colleen Lynch**

Benefits Office  
385-646-4528  
[ctlynch@graniteschools.org](mailto:ctlynch@graniteschools.org)

### **Membership, Kari Parry**

Taylorville High  
385-646-6903  
[kmparry@graniteschools.org](mailto:kmparry@graniteschools.org)

### **PSP/GCOP, Gay Lynn Osness**

Bennion Jr. High  
385-646-5114  
[glosness@graniteschools.org](mailto:glosness@graniteschools.org)

### **Elementary Board Member – East**

**Leanne Helbling**  
Crestview Elementary  
385-646-4804  
[ldhelbling@graniteschools.org](mailto:ldhelbling@graniteschools.org)

### **Elementary Board Member – West**

**Stefanie Meier**  
Plymouth Elementary  
[sxmeier@graniteschools.org](mailto:sxmeier@graniteschools.org)

### **Junior High Board Member**

**Cristine Brimley**  
Churchill Jr. High  
385-646-5144  
[cbrimley@graniteschools.org](mailto:cbrimley@graniteschools.org)

### **Senior High Board Member**

**Betty Kresser**  
Cottonwood High  
385-646-5264  
[bpkresser@graniteschools.org](mailto:bpkresser@graniteschools.org)

### **Administrative Board Member**

**Elaine Wright**  
School Accountability Services  
385-646-4535  
[ewright@graniteschools.org](mailto:ewright@graniteschools.org)

### **Executive Board Member**

**Merilynn Boekweg**  
Business Administration  
385-646-4594  
[msboekweg@graniteschools.org](mailto:msboekweg@graniteschools.org)

### **Part Time Board Member**

**Marie Orton**  
Curriculum & Instruction  
385-646-6042  
[morton@graniteschools.org](mailto:morton@graniteschools.org)

## 2013-2014 Advisory Committee

Don Adams – Assistant Superintendent, School Facilities

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 2<sup>nd</sup> Thursday of each month to discuss issues concerning the Granite School District office professionals.