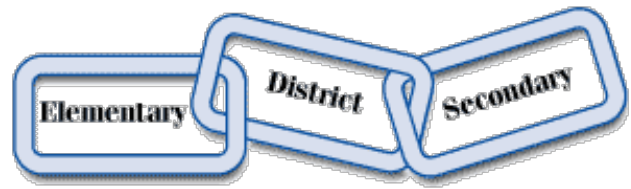


The Link

GAEOP



Volume 4, Issue 3

December 2012

Newsletter of the Granite Association of Educational Office Professionals

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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December

Vickie's Vibes

It seems like the school year just began, yet it is December. The school year has moved rapidly. GAEOP has offered trainings in subfinder, transportation, vandalism and inventory. We have Bullying and Immunization classes lined up after the New Year begins. Many of you have taken advantage of these trainings and have walked away with some new information and techniques. I know it is hard to step away from our desks for these trainings. But as secretaries, we need to improve our skills. GAEOP offers trainings that will be useful in our work. Please take advantage of these trainings.

As the Holiday Season begins, I send happiness and joy to you. I know that it is a favorite time of year for many of us. I look forward to spending time with family and friends. May you enjoy our well-deserved break.

Vickie Burrow
GAEOP President

A HEALTHIER YOU!

DE-STRESS ANYTIME, ANYWHERE

So many tasks, so little time. Don't lose your cool when things get hectic. Make these small tweaks to your daily routine, says Christy Matta, author of *The Stress Response*, and stay calm.

IN THE CAR: Stuck in bumper-to-bumper traffic? Inhale and exhale for four counts each. Deep breathing instantly puts the brakes on tension-causing hormones.

AT THE STORE: Crank up the tunes on your MP3 player. Listening to music reduces the anxiety caused by crowds of frenzied shoppers.

AROUND THE HOUSE: Lighten your mood with lemon, mango or lavender scents. They contain linalool, a chemical that banishes stress when inhaled.



Leanne Helbling
Article from familycircle.com

Getting to know our GAEOP Board...

I have been the GAEOP Membership Chair for the last 3 years and have loved getting to know the secretaries in both the schools and the district offices. I have really enjoyed my involvement in the GAEOP and encourage all of you to get involved. The insights and rewards are very beneficial.

This is my fourteenth year as a contract secretary working at Plymouth Elementary and Taylorsville High School as the Principal's Secretary. Before that time I worked at the Jones Center as an hourly secretary and Bennion Elementary as a lunchroom supervisor. The school district has been a wonderful place to work while my children attended Bennion Elementary, Bennion Jr. and Taylorsville High School.

I have been married to my husband, Gene for 26 years and we have two wonderful children, Zach and Sami. Both children have been heavily involved in athletics in high school and college and this year I am suffering withdrawals of not having a sporting event to follow them with.

I encourage all secretaries to join GAEOP...it is your voice.

Kari Parry



Kari Parry
Principal Secretary
Taylorsville High



I am new to the GAEOP board this year as the Historian. I love the associations this opportunity has granted me. I am so excited to serve and learn from the greatest office professionals. I will also be working on the GAEOP webpage (<http://gaeop.weebly.com>). I hope you will help me out by sending pictures of your schools office professionals. I would love to post them on our site.

I began working in the district as a lunch duty at Crestview Elementary, then as a TCM in special education, and next as an aide at Olympus High School. While working there I was the cheer coach and am today GAEOP's biggest cheerleader. I moved to Bonneville Jr. High about 6 years ago. I worked my way up through every secretary position; Comprehensive Guidance Assistant, Attendance/Registrar, Bookkeeper and finally Principal's Secretary. I love my school and my job.

I have been married to a wonderful man for 34 years; have 4 children (2 boys and 2 girls), 5 granddaughters and a grandson on the way if the tests are correct.

We are each other's greatest strengths and hope we will reach out to one another to help us grow in our jobs through our association with GAEOP.

Natalie Yates



Natalie Yates
Principal Secretary
Bonneville Jr. High



Vikings



GAEOP Holiday Gathering...was so much fun. The Gathering Place is so beautiful. The festivities at Gardner Village surely put you in the spirit of the Holidays. I know everyone that attended the dinner had a great time. As always, the committee threw a fabulous party. I think you may have outdone yourselves this year. Thanks to Amy Torres, Jan Richardson, Teresa Himmelberger, and Betty Kresser!



It's never too late to register!

Have you forgotten to join **GAEOP**? It is never too late. We are always accepting enrollment for membership. Fees are just \$ 15.00 a year and can be paid with check, cash or payroll deduction. If you would like to make sure you have joined for the 2012-2013 school year, please drop Kari Parry an email at kmparry@graniteschools.org, and she can let you know if we have received your membership for the year. Remember these funds are used to help plan all the important training classes offered by the GAEOP (quarterly training, Professional Development Day, 30 hr. training classes, etc.), discounts at the Christmas Party and the Secretary Recognition Supper, Birthday Recognition, District Representation, job support, and much, much more.

Name: _____ Phone: _____

Home address _____

School/Department _____

Birthday-month/day _____

Cash ___ Check ___ payroll deduction _____ (must include payroll card)

Granite Certified Office Professionals

What is this GCOP I keep hearing about? Well, let me tell you just a little bit about the program and how you can obtain your certificate and extra pay.

First, you attend training classes with GAEOP or your school or certain departments within the district. Each time you attend a class, you are handed a certificate when you leave. Collect your certificates and keep them in a secure spot where you will remember where they are. You need to know if you have taken any college, adult education, or business classes, you will get credit towards your GCOP.

Next, contact a member of the GAEOP for help or go directly to the district webpage, go to Departments, Human Resources and Forms to locate the GCOP application. Included in your application process, you will need to have a supervisor's review of your employment. If you are submitting for college or university credit, you will need to submit an official transcript.

You will need to meet the following criteria to be approved:

- Entry Level- 100 hours/ Job Enhancement (work related or certificates), or 5 semester credit hours from a College or University
- Intermediate- 165 hours/ Job Enhancement or 8 semesters
- Advanced 1- 250 hours or 11 semesters
- Advanced 2- 325 hours or 14 semesters

You can advance even higher as you continue your education or employment training. Each level you attain has a monetary reward. The levels and monetary amounts are listed on the same web page.

Granite School District is the only school district in the state that recognizes this achievement with pay.

Well what are you waiting for? Get busy and get on board with GCOP!



Juggling Office Professional

THANK YOU TO ALL WHO MADE THE GAEOP HOLIDAY PARTY A WONDERFUL EVENT!



Changes to Memorandum Nine and Sixteen

The following changes have been made to Memorandum Nine:

- It is now required to obtain three written quotes for purchases over \$500.
- The exemption for student pass through funds has been removed. This requires everything is quoted.
- Purchases from fundraisers are to be documented with a completed sole source form which can be found on the Purchasing web site.
- Purchases of instructional materials through Mountain States Book Depository can be made directly up to \$50,000.

Please be aware that sections 2 and 3 of Administrative Memorandum Number Nine update the requirements for asset inventory tracking:

- Schools and Departments are required to keep an inventory list of and track individual equipment items with an original cost between \$200 and \$999.99 that are identified as a "Control Risk Asset". Normally, each school and department would designate an individual to do this. The accounting web page has a link called "Control Risk Assets". This site will list which assets need to be included on your inventory. Accounting will send out a notice if the list ever changes. Also, there is a standardized spreadsheet available from accounting that schools and departments can use for inventory tracking. Each school and department should keep their lists up to date. These inventory lists are to be available for audit.
- Accounting is required to inventory, track and maintain a central list of control risk assets with an original cost over \$1000 as well as all other fixed assets.

Memorandum sixteen has been simplified to be a general surplus memorandum. All dispositions of surplus school district property will be handled by the Director of Purchasing. You can read the specific procedures in the Purchasing Handbook found on the Purchasing web site.

GSD Purchasing/ Warehouse Newsletter September 2012

Office Etiquette

Even if you think you have office etiquette down pat, it can never hurt to brush up on your workplace etiquette.

- Think before you speak. Your close friends "get" your dry sense of humor, but you should keep personality quirks in check when dealing with coworkers.
- Be a team player. Lots of companies are short-staffed, which means many employees are shouldering a bigger workload. Make a point not to overburden your co-workers by shirking your responsibilities.
- Respect a closed door. If a coworker has shut her office door, stay out. Leave a message for them to contact you.
- Take a breath before you hit "Send"- The easiest way to confront a coworker is often through e-mail. But remember that once you hit "Send" from an office computer, your words are now company property.
- Keep your personal matters and opinions at home. It's ok to have strong views, but it's not ok to push those views on your coworkers or pick fights with them when they do something you don't approve of.



Vickie Burrow - GAEOP President

Recipe Corner

Striped Delight

What you need:

- 35 Oreo Cookies
- 6 Tbsp. butter, melted
- 1 pkg. 8oz. Cream Cheese, softened
- 1/4 cup sugar
- 2 Tbsp. cold milk
- 1 tub 12oz Whipped topping, thawed, divided
- 2 pkg. (3.9oz each) Chocolate Instant Pudding
- 3 1/4 cups cold milk



Make it:

Process cookies in food processor until fine crumbs form. Transfer to medium bowl; mix in butter. Press onto bottom of 13 x 9 inch dish. Refrigerate until ready to use.

Whisk cream cheese, sugar and 2 Tbsp. milk in medium bowl until blended. Stir in 1-1/4 cups whipped topping, spread over crust.

Beat pudding mixes and 3-1/4 cups milk with whisk 2 min.; pour over cream cheese layer. Let stand 5 min. or until thickened; cover with remaining whipped topping. Refrigerate 4 hours.



Happy Birthday to you!
GAEOP Members

12/1 Debbie Paul	Taylorsville High	12/15 Norma Asplund	Jones Center
12/3 Sharon Chaus	Hunter High	12/18 Tammy Pearce	Taylorsville High
12/3 Bonnie Linder	Brockbank Jr.	12/19 Caroleen Atkinson	Hillside Elem.
12/3 Jenny Jackson	Eisenhower Jr.	12/20 Cleo Reid	Robert Frost Elem
12/5 Jeri Maples	Hunter High	12/22 Bonnie Gilchrist	Staff Development
12/9 Sue Wood	Gourley Elem.	12/25 Susan Seals	Twin Peaks Elem.
12/14 Sandy Memales	Police	12/29 JaNann Himmer	Monroe Elem.



We send you heartfelt condolences at this sad time.
You are in our thoughts!

Christy Margetts-Father passed away in November.



Ways to Celebrate the Holidays...

The holidays are a fun but crazy time of the year for most of us. Holiday parties with family and friends, long lines at the stores and always trying to find time for those much loved holiday traditions. The following is a list of some fun ways to help celebrate the holidays:

- Get a group of friends together and go caroling. You'd be surprised, even if you can't sing, how much your neighbors will enjoy it.
- Host a gingerbread house-making party. You can provide the walls of the house; have your friends each bring a candy to use for decoration.
- Snuggle up on the couch and watch a holiday classic.

- You are never too old (or big) to have a chat with the "Jolly Man". Head to the mall and tell Santa what you'd like for Christmas.
- Even if you live in a warm climate, there are usually skating rinks. Lace up your skates and take a few laps.
- Borrow a child (niece or nephew, friend's little one) and decorate sugar cookies with an over the top amount of sprinkles and frosting.

However you decide to celebrate the holidays the best way to get through the season is just to relax. Order in some take-out, put your feet up, and have an evening with the one you love.

Merry Christmas and Happy Holidays
Stefanie Meier

MARK YOUR CALENDARS...

12/1	AIDS Awareness Day
12/7	Pearl Harbor Remembrance Day
12/9	Hanukkah Begins
12/10	Human Rights Day
12/17	Wright Brothers Day
12/21-1/1	Winter Recess

12/22	First Day of Winter
12/24	Christmas Eve
12/25	Christmas Day
12/26	Kwanzaa Begins
12/31	New Year's Eve
01/01	New Year's Day



Amy's Rambling's....

I love this time of year. The music, decorations, yummy treats, cheesy Lifetime Holiday movies and even the snow.

What really makes this time of year enjoyable for me is watching my kids experience the Holidays. However, this year's struggle is the case of "I want this and this and that syndrome". So my dilemma has been how to still let my kids enjoy the fun of presents and lists to Santa, but to teach them at the same time that there is more to this time of year than the presents they will be getting.

With that in mind I wanted a way to help my family focus on helping others instead of only their lists of wants. So with my children and extended family we will have the opportunity to go to a shelter on Christmas Eve and serve others. My hope is that my children will be able to walk away with a greater appreciation for what they already

have, but also with a greater love for others. I know I am hoping for a lot. This time of year there are many opportunities for individuals, families or large groups to participate in... to help those less fortunate than ourselves. Activities can include donating to toy drives, Sub for Santa, food drives, or volunteering at local shelters. Whichever way you are able to serve, whether it is a big act or a small act of kindness, it can make a difference.

My wish for each of you is that you have a wonderful holiday season!

Till next year- Amy



2012-2013 GAEOP Board

Next Article
Deadline:

January
5th

“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 at: antorres@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.

Thanks so much for your interest and suggestions.

Amy Torres, Editor
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GAEOP is an affiliate of the
National Association of
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Get into the
Swing of things,
Be a part of Something!

2012-2013

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