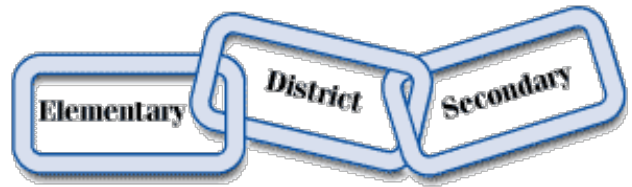


The Link

GAEOP



Volume 4, Issue 5

February 2013

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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FEBRUARY



Vickie's Vibes

We all know people who are just plain hard to deal with. Maybe they're too demanding and abrasive. If you know a person like this, reasonably communicating with that person can be quite stressful. Likability is a key factor to the workplace success. If personality conflicts occur in the office, productivity slows. Here are a few suggestions to use in your office.

...You may like speaking your mind, but others may not like to hear it. Most workers have a tough time receiving negative feedback, even when it is from someone they know, like, and admire. Start on a positive note ("I really like the work you've been completing"), and then end on another positive note ("so we can continue the momentum on this project").

...Choose your battles-there is a cost every time you engage in a workplace conflict and it's usually time. Projects get delayed and workers become stressed. Decide what your priorities are and let everything else go-even if you know you are right. The key is to know when you should push an idea and when you shouldn't. High performers know success is less about proving themselves, and more about contributing to a shared vision.

...Know that you are on the same team. While the workplace can and should have multiple personalities and opinions, it is easy to forget that everyone is working toward the same objective. A colleague may not complete a task in the same way you would, but that's no reason to be divisive.

...Respect other people's expertise. Most people just want to be heard and validated. Respect and acknowledge that your colleagues have an expertise that you don't. If you can understand not only that you don't know it all, but you can't do it all, you'll find it's much more enjoyable to interact with your co-workers and get things done. Try not to undermine people's authority of expertise. They'll appreciate being consulted and you'll learn something new. Working with different personalities isn't easy, but it's always necessary. Remember, you can't change how others behave.

Vickie Burrow
GAEOP President

Don't Stand By...Be an Ally!

Secretarial Professional Development CLASS Sponsored By GAEOP

Granite School District Prevention and Student Placement Department will be offering an hour of bullying prevention that will be geared for all levels. The program focuses on training and empowering bystanders to step in and lend a hand to those who are being bullied. You will receive 1 hour PSP credit. There will be four classes taught. No sign-up is required, just plan on attending one of the four classes. Classes will be held on February 26 & 27 from 9:00-10:00am or 1:00-2:00pm on each day in Conference room B & C.

Gay Lynn Osness

Getting to know our GAEOP Board...

My name is Deann Jensen and I serve as the Junior High Board Member. I have been working at Bennion Junior High since 1999 where I have worked in several positions and loved everyone. Currently I am the financial secretary. I enjoy my job, the students and teachers that I get to work with and the associations I have made through the years. I appreciate all those who help me throughout the district.

I have been married for 32 years; we have 5 children and 7 grandchildren. My favorite time is spent with my family; I also enjoy baking, reading and crocheting. I hope we all have a great year!

Deann Jensen



Deann Jensen
Finance Secretary
Bennion Jr. High



This is my custom 1934 truck. This is one of my hobbies and yes it is my truck not my husbands. I like to make cards, garden, and hang out with my friends and of course, my amazing husband, Michael Kresser. My husband owns his own business JH Precision (machine shop) and he has assisted me in numerous fundraisers when I ask him to. I enjoy talking to people, which helps me in the fundraising area.



I love working at Cottonwood High, I have been here forever, since 1998. Prior to working at Cottonwood, I worked at Taylorsville High and then Brockbank Jr., during the year round Junior High turmoil. It was a great educational experience.

I have 6 grandkids who I adore. 5 boys and 1 girl!

Betty Kresser



Betty Kresser
Attendance
Secretary
Cottonwood High



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!



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Juggling Office Professional

Office Etiquette

...If problems arise, handle them privately. If patrons see you clash with a coworker, you'll both come off as unprofessional. Treat your co-workers with respect and hopefully they will follow your lead.

...Respect company property. That means no lifting sticky notes from the supply closet or taking a company car to run personal errands. Even if your misdeeds are seemingly more innocent, say mailing your grandma's care package from the office mailroom using the company's account number, remember that anything that might be considered stealing is grounds for dismissal.

...Always act with honesty and dignity.

...Keep your interruptions of others to a minimum and always apologize if your intrusion is an interruption of a discussion, someone's concentration or other activity.

...Treat your co-workers, maintenance people and others with respect and courtesy.

Vickie Burrow - GAEOP President

Recipe Corner

Chocolate Passion Bowl

What you need:

- 1 pkg. (18.3 to 19.5 oz.) Brownie mix (family size)
- 2 pkg. (3.9 oz. each) JELL-O Chocolate Instant Pudding
- 3 cups cold milk
- 1 tub (8 oz.) Whipped Topping, thawed, divided
- 2 cups fresh raspberries



Make it:

Prepare brownie batter and bake in 9-inch square pan as directed on package; cool completely.

Meanwhile, beat pudding mixes and milk in medium bowl with whisk 2 min. Stir in 1 cup whipped topping. Refrigerate until ready to use.

Cut brownies into 1-inch cubes. Layer half each of the brownie cubes, pudding, berries and remaining whipped topping in 2-qt bowl. Repeat layers.

Refrigerate 1 hour.

Extras: Chop 2 chocolate-coated caramel-peanut nougat bars (2.07 oz. each). Assemble dessert as directed, topping each layer of raspberries with a layer of half the chopped nougat bars.

Variation: Substitute 1 pkg. (12 Oz.) marble pound cake, cubed, for the baked brownies and/or undrained thawed frozen raspberries for the fresh raspberries



Happy Birthday to you!
GAEOP Members

2/6	Cathy Bird	Jefferson Jr.	2/21	Teresa Himmelberger	Payroll
2/7	Debra Dutson	Granite Peaks	2/22	Diane Roberts	Beehive Elem.
2/7	Ramona Shaw	Olympus Jr.	2/26	Pam Hopper	Valley Jr.
2/8	Phyllis Mangum	Accounting	2/26	Jana Klein	Communications
2/12	Rose Elkins	Purchasing	2/28	Janet Arakaki-Moulton	West Valley Elem
2/14	Deann Jensen	Bennion Jr.			
2/16	Leslie Hobbs	Oquirrh Hills			



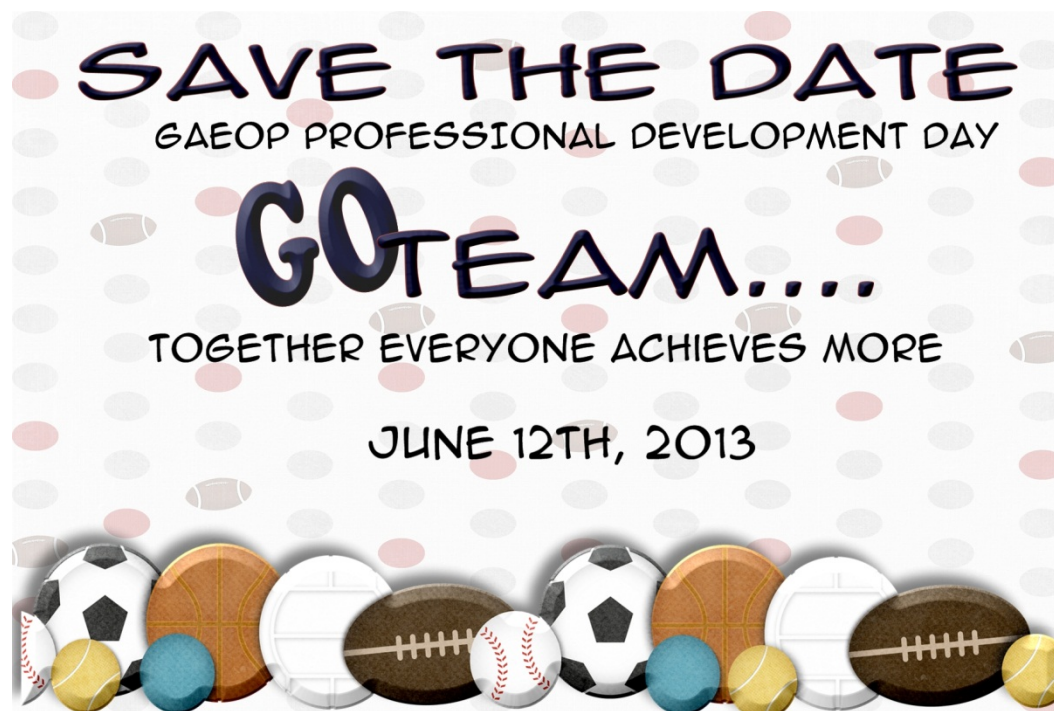
We send our heartfelt condolences at this sad time.
You are in our thoughts!

Barbara Spring - Secretary at Evergreen Jr. High;
Father-in-law passed away.



MARK YOUR CALENDARS...

2/1	National Freedom Day	2/12-12/14	Secondary Parent/Teacher Conference
2/2	Groundhog Day	2/14	Valentine's Day
2/2	Candlemas	2/18	President's Day
2/8	Boy Scout Day	2/20-2/21	Elementary Parent/Teacher Conference
2/10	Chinese New Year	2/26-2/27	Bullying Training
2/12	Mardi Gras	3/15-3/16	UAEOP Conference
2/13	Ash Wednesday	6/12	Professional Development Day

**2013 UAEOP Professional Development Conference*****Driven to Succeed***

March 15 - 16, 2013

Granite Education Center - Salt Lake City, Utah

Ladies & Gentlemen ~ Start Your Engines!

Plan on joining the race to the UAEOP conference held on Friday & Saturday, March 15 & 16, 2013, at the Granite Education Center in Salt Lake City, Utah.

You will be "Driven to Succeed" as you attend workshops that will act as your pit crew to avoid burn out. You'll gather momentum as you race to learn more about the tools that will make you the Champion of Success! The Grand Prix keynote speaker will turbo-charge you to strive to attain your goals with the proper fuel. So put the pedal-to-the-metal and avoid a collision course by connecting with us for the ride of a lifetime.

A Healthier You

How many of us make resolutions? Who is still going strong in February? Just 64% of resolvers keep going after just one month. According to data presented by the University of Scranton in the Journal of Clinical Psychology, 40 to 45% of American adults make one or more resolutions each year. 75% of those people maintain their resolutions through the first week, but after the first month, those numbers drop to 64%. At six months, just 46% have maintained their resolutions, and finally, the year ends with only 12% achieving their goals. That means that 88% of all resolutions end in failure!

Here are a few tips to help keep your resolutions on track:

1. **Fuel your Energy.** Don't mistake lack of energy for lack of time. Often times when you say "I'm just too busy" you really mean "I just don't have the energy." Make sure you have enough daily energy to keep up with your goals by making sure you are getting enough sleep, exercise, and proper nutrition.
2. **Choose Wisely.** Set goals that have meaning to you and that you can surround with energy. Don't make them just because it's what you think you should do in January. If you start out half-hearted, you won't be ready to commit.
3. **Be Specific.** Set realistic, specific goals. Losing weight is not a specific goal. Losing 10 pounds in 60 days is. Doctors say a realistic and healthy goal for weight loss is about 1-2 pounds per week. Also beware of setting too many big goals in one year.

Next month I will have the remaining tips on keeping your resolutions on track.

Leanne Helbling
Living Magazine, Doterra

Amy's Ramblings...

After last month's Ramblings I was sent a great article out of the Deseret News, written by Jason Wright, "Could the WITMIT experiment work for you?" After reading the article I felt that I could relate and so could many of you.

A couple of months ago, I was standing at my office idea board. There I stood, lost in a bulleted to do list with more line items than the federal budget. Feeling overwhelmed, I scribbled to the side of the list: "What is the most important thing?"

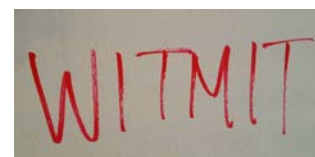
I reread my list and asked myself again: "What is the single most important thing I could be doing right now to advance my responsibilities, my goals and my day?" After another moment, I erased the question and wrote in big block letters the acronym: WITMIT. *What is the most important thing?*

I sat back down and decided to tackle a project I'd avoided for far too long. It had been the single most important thing I'd needed to do for two weeks, but I'd delayed the pain by convincing myself everything on the list was equally important. And who am I to discriminate one task from another? I believe in equal rights for all procrastination. When I was done with the dreaded task, I glanced back at my whiteboard and thought, "Way to knock out that WITMIT."

The experience prompted me to consider the time-management systems I've used over the years and the countless books I've read on personal productivity. Some of those approaches worked pretty well, right until I saw a shiny penny. Sometimes the distractions are email, social media or a request from a reader to sign and mail a book. All might be worthwhile tasks and may, in fact, be quite important. But are they the absolute most important thing I should be doing in that very moment.

Could the WITMIT experiment work for you? What are the things you positively must accomplish before you tuck in the day and kiss it goodnight? Ask yourself after completing each task, "What is the most important thing for me to be doing next?" So, what is the most important thing? Our lives get so packed full with everything that has to be done, that it is hard to know which project we should do next. So this next month take the WITMIT challenge and see if it helps to put a little more perspective into your life.

Amy Torres
Link Editor



2012-2013 GAEOP Board

Next Article
Deadline:

**February
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 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
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Educational Office
Professionals.

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Swing of things,
Be a part of Something!
2012-2013

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