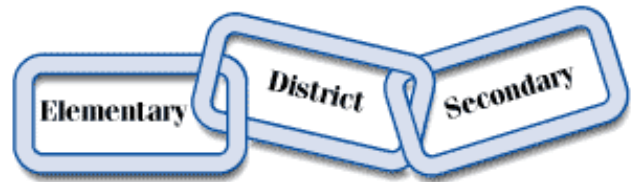


The Link

GAEOP



Volume 4, Issue 4

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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JANUARY



Jivin' with Jan

Each New Year we try to resolve ourselves to do a better job at whatever our focus might be. Because our jobs are directly involved with the public, I thought of customer service. I came across an article by J.E. Cornett, an E-How contributor, and thought it had some very good points on customer service. He uses five points that will help foster good customer service skills.

1. Attitude - A positive attitude, genuine smile and sometimes even humor can make any difficult situation easier to deal with. It is suggested that we check our attitudes at the door when we come to work each day.
2. Respect - Respecting the students, patrons and co-workers means treating them with courtesy, and kindness. When employees consistently show respect towards each other, it can create a harmonious experience for all.
3. Approachability - As secretaries we should project that we are there to help and to remember that approachability is more than just being there to help, it's letting everyone around us feel comfortable in asking for assistance and information as well.
4. Knowledge - Be informed about what is happening in our schools and district and try to brush up on school or district policy that might be pertinent to the day or week.
5. Dedication - This is probably the most important part of customer service. Dedication means putting the customer first. And who is the customer? It's the students, the patrons, the district support workers and even our co-workers; they are all our customers in the workplace. Employees who are dedicated are not happy until the customer is happy!

The demand for excellence in education is all around us; it's in our country, our state, throughout our district and within our schools. Parents want and expect the best educational experience they can get for their families. History tells us that businesses that excel in customer service will always be on top of the competition. We can help our district by always being in the business of offering up the best customer service we can.

As we set goals to improve our workplace, I hope that customer service will be one of them.

Jan Richardson
GAEOP Vice-President

A Healthier You

"Don't Wait, Lose Weight"

This month starts the GSD Annual Waist Management Program. This is a 9-week wellness competition program that is designed to help all of us work towards our individual weight loss goals while working together as a team. Your schools/locations will be competing against others to see who has the overall greatest percentage weight loss.

Registration is January 24-28th. You will go online to register to participate in the program. The initial weigh-in will be on Monday January 28th. You will need to download the spreadsheet to keep track of your weight. You will weigh in every Friday. Most importantly have fun and get healthy!

Granite School District Wellness Committee

Getting to know our GAEOP Board...

I am currently one of the Elementary Board Members for the GAEOP board this year. This is something new for me, and I am very excited to get to know the ladies I work with on the board as well as the office professionals throughout the district.

I began working for Granite School District in September 2003 as a Substitute Teacher. After subbing in the classroom and in the Media Centers, I started at Valley Crest as the BHA for a couple months and then as the Media Specialist for 3 years. I am currently at Plymouth Elementary as the Principal Secretary. I really enjoy my job, and love working with the faculty and students at Plymouth.

I have been married for 26 years, and have 3 children. We love to spend time as a family camping, watching movies, and doing projects around the house and any activities my kids are involved in.

I am looking forward to a great school year!

Stefanie Meier



Stefanie Meier
Principal Secretary
Plymouth Elem



My name is Leanne Helbling and I am currently your Elementary Board Member (East). It has been great working with our GAEOP Board this year and getting to know other Secretaries in Granite School District.

I have been a Principal Secretary at Crestview Elementary for 21 years. Before coming to Crestview I was a Media Aide at Vista Elementary and also worked in the District Media Center. Crestview is such a wonderful place to work at with great students, parents and teachers. I have seen many changes in our work load over the last 21 years that I have been at Granite. It has been difficult at times but good to be stretched beyond my comfort zone. I have been married for 33 years and have 2 married sons and 4 wonderful grandchildren.

If you ever need help with anything, feel free to give me a call.

Leanne Helbling



Leanne Helbling
Principal Secretary
Crestview Elem



Cougars

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. If you have taken any college, adult education, or business classes, you can get credit towards your GCOP.

Next, contact a member of the GAEOP for help or go directly to the district webpage, go to 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
- 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

Office Etiquette

Office etiquette is something that helps smooth the wheels of daily interaction within the office. Office etiquette ensures that you don't become office enemy number one because you've been irritating people with unhelpful habits or comments. Office etiquette is the key deciding factor in how your colleagues will respond to you and come to your rescue when you need help. The manner in which you conduct yourself within the office environment among people who become your "second family" will determine how you're viewed and the ease with which you will be supported by others around you.

...Be Punctual - Being punctual is very important. It shows that you respect the time of your colleagues.

...Always be friendly - A few nice words can keep the mood of the office uplifting. When you pass co-workers in the hallway and this person isn't particularly your friend, smile or nod.

Acknowledge that they are there. You don't have to run over and hug them but just say hello. Think about what kind of message you send when you look the other way to purposely avoid contact. Even if others don't make the effort to be friendly, be the example for everyone also to let them know it's not okay but expected. Watch your language. When interacting with others at the office remember that profanity offends some people.

Vickie Burrow – GAEOP President

Recipe Corner

Creamy Chicken Enchiladas Verde

What you need:

- 1 cup sour cream
- 1 cup tomatillo salsa
- 1 small onion, chopped
- 2 cloves garlic, minced
- 2 tsp. oil
- 3 cups shredded cooked chicken breasts
- 1-1/2 cups Mexican style shredded four cheeses with a touch of Philadelphia, divided
- 1 can (4oz) chopped green chilies, drained
- 8 flour tortillas (6 inch)



Make it:

HEAT oven to 350 F

MIX sour cream and salsa until well blended. Cook and stir onions and garlic in hot oil in large skillet on medium heat 4 to 5 min. or until onions are crisp-tender. Stir in chicken, 1 cup sour cream mixture, 1/2 cheese and chills.

SPOON about 1/3 cup chicken mixture down center of each tortilla; roll up. Place, seam-side down, in 13x9 inch baking dish sprayed with cooking spray. Top with remaining sour cream mixture and cheese. Cover

BAKE 15 to 20 min. or until heated through



Happy Birthday to you!

GAEOP Members

1/1	Lesla Campbell	Maintenance	1/9	Elaine Wright	School Service
1/2	Jan Richardson	Truman Elem	1/14	Susan Cline	Eishenhower Jr.
1/7	Teresa Evans	GEF	1/14	Jo Potter	Budgets
1/7	Connie Porter	Copper Hills	1/15	Marilyn Hardman	Kearns High
1/7	Tanya Sargent	Driggs Elem	1/16	Cyndie Dotson	Granger High
1/7	Kristine Sandberg	Pleasant Green	1/16	Luann Simonsen	Fremont Elem
1/7	Midge Treglown	GEF	1/18	Elizabeth Peterson	Hillside Elem
1/9	Darla Tolman	Student Services	1/23	Natalie Yates	Bonneville Jr.



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

Cristine Brimley Secretary at Churchill;
Grandmother passed away.



MARK YOUR CALENDARS...

1/1	New Year's Day	2/2	Groundhog Day
1/2	School Resumes	2/10	Chinese New Year
1/17	End of 2 nd Quarter	2/12	Mardi Gras
1/20	Inauguration Day	2/13	Ash Wednesday
1/21	Martin Luther King Jr.	2/12-12/14	Secondary Parent/Teacher Conference
1/30	QSS Secretary Training	2/14	Valentine's Day
2/2	Candlemas	2/18	President's Day
		2/20-2/21	Elementary Parent/Teacher Conference

Amy's Ramblings...

Welcome back and Happy New Year! I hope everyone had an enjoyable holiday season. Since it is that time of year where everyone is making new goals and doing out with the old, I was given a story about improving our lives that I wanted to share.

“Any Catfish in Your Life?”

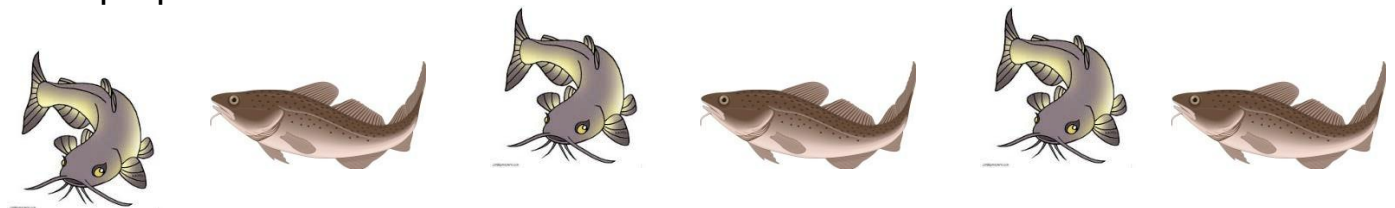
The cod fishermen of Maine have found a unique solution to a serious problem. The difficulty is that after the cod are caught and placed in the holding tanks aboard ship, they just lie in the bottom and don't move. Consequently, their flesh becomes soft and flabby and they are of little value to the buyer.

The fisherman, however, have an ingenious way to keep them swimming and strong. They keep a large catfish in the holding tank. Catfish and cod are natural enemies. Therefore, its presence keeps the cod swimming to stay away from its stings and jabs. As a result, the cod remain active and strong, and are suitable for the marketplace.

All too often we are like the cod. We're content to take it easy and do as little as we can. We accept what is, we are content with ourselves as we are. We do not feel the urgent need to change and become our best.

To keep us active and strong, we have “catfish” in our lives. It may be a peer, someone we work with, a family member, or a neighbor. They don't agree with our opinions. Their words and actions are a constant irritation. They try our patience and test our self-control. But it's all for our good, if we take it in the right way. It makes us strong, mature.

If you have a “catfish” in your life, thank them. Without them you wouldn't be as strong as you are. And you would have missed many valuable lessons. Perhaps you even need another “catfish”. If so count on one appearing! Every experience in life isn't pleasant, but when the growing days are done, we shall be more than grateful for “help” that brought us to be the people we are.



2012-2013 GAEOP Board

Next Article
Deadline:

January
28th

"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
Kearns Jr. High
385-646-3501

GAEOP is an affiliate of the
National Association of
Educational Office
Professionals.

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



Get into the
Swing of things,
Be a part of Something!

2012-2013

President, Vickie Burrow
Eastwood Elementary
385-646-4816
vlburrow@graniteschools.org

Vice President, Jan Richardson
Truman Elementary
385-646-5044
jerichardson@graniteschools.org

Secretary, Carolyn Simons
Cyprus High
385-646-6220
casimons@graniteschools.org

Treasurer, Teresa Himmelberger
Payroll
385-646-4311
tdhimmelberger@graniteschools.org

Historian, Natalie Yates
Bonneville Jr. High
385-646-3100
nyates@graniteschools.org

Membership, Kari Parry
Taylorsville High
385-646-6903
kmparry@graniteschools.org

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

Elementary Board Member, West
Stefanie Meier
Plymouth Elementary
385-646-4978
sxmeier@graniteschools.org

Junior High Board Member
Deann Jensen
Bennion Jr. High
385-646-5114
djensen@graniteschools.org

High School Board Member
Betty Kresser
Cottonwood High
385-646-5269
bpkresser@graniteschools.org

"The Link"
Editor, Amy Torres
antorres@graniteschools.org
Recipe Corner, Teresa Himmelberger
tdhimmelberger@graniteschools.org

Administrative Board Member,
Colleen Lynch
Human Resources, Benefits
385-646-4528
ctlynch@graniteschools.org

Executive Board Member,
Merilynn Boekweg
Business Administration
385-646-4594
msboekweg@graniteschools.org

PSP/GCOP, Gay Lynn Osness
Bennion Jr. High
385-646-5114
glosness@graniteschools.org

Publications, Amy Torres
Kearns Jr. High
385-646-3501
antorres@graniteschools.org

Ways and Means, Karen Phillips
Human Resources
385-646-4516
ksphillips@graniteschools.org

Advisory Committee

Dr. David Gourley,
Asst. Superintendent, D.O.
Donnette McNeill-Waters,
Director, D.O., H.R.
Dave Rettie,
Assoc. Director, D.O., H.R.
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