

The Link

GAEOP



Volume 4, Issue 6

March 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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Jivin' with Jan

A Dozen Ways to Stop Stress in its Tracks

Most of us think that stress is inevitable in today's modern world. Each day we are pulled in a million different directions, with our careers demanding constant attention to flourish in a challenging economy. We become aware that too much stress negatively impacts our health and well-being. But do we understand the true biology of stress or why it is imperative that we learn to reduce the stress we have control over, and manage that which we cannot control.

During high-intensity stress, hormonal changes cause our concentration to dramatically increase. That's why under pressure of deadlines, we can become highly focused and motivated to get the work done. That's the famous, "fight or flight response" and explains the expression, "that which doesn't kill us makes us that much stronger". But over a prolonged period of time too much stress causes almost every cell and organ in our body to suffer from chronic stress. We experience elevated blood pressure, heart attacks and compromised immune systems, which can lead to colds, flu, infection, and even cancer. Our body doesn't recognize the difference between physical and psychological threats, it responds to both as life and death situations. We have become so used to the hectic, complicated modern world we live in; the feeling "stressed out" feels normal. Until we either reach our breaking point, or get sick, we hardly notice it. If we can review the list of things that cause us anxiety or stress and ask ourselves, "Is this within my circle of influence? And if it is, we need to find ways to be more in control of our stress. I have listed 12 ways to help take back control of stress in our lives.

1. Elevate self-care to its highest priority; get enough sleep, exercise, and eat healthy.
2. Identify the source of your stress.
3. Make an appointment for some "Me Time" every day.
4. Learn the skills of time management and practice them.
5. Stop multi-tasking on important things.
6. Use technology to your advantage, not your detriment - you don't need to be available 24/7 to your phone or computer (turn it off!).
7. Nurture your relationships.
8. Take mini vacations.
9. Surround yourself with positive people.
10. Stay in the present.
11. Concentrate your energies on the things you can control and impact, and let the rest go.
12. Try to find humor in life's ironies.

Circumstances and challenges will always come up that will increase your stress level and test your ability to cope and enjoy life to its fullest. At the worst times, they may even break you emotionally, mentally or spiritually. Now is the time for you to make the conscious decision to create and allow only calm and healthy days, rather than out of control, stress inducing ones. When you are able to build the reserves to handle life's crises-small or large, you can still have energy and stamina for the people and things you love. To all of the office professionals, a personal Thank You. Take care of yourselves; you are of such great value to our district family.

Jan Richardson
GAEOP V. President

Sources:

Allen Elkin Ph.D., "Stress Management for Dummies"
Michael Roizen M.D., Oz Mehmet, M.D., "Staying Young"
Melinda Smith, M.A., Jeanne Segal, Ph.D., "Understanding Stress"

Getting to know our GAEOP Board...

My name is Colleen Lynch. I have worked in the Benefit office for the past year, which has been fun to get to know people from the whole district. I started at Granite as a Lunch Clerk and then moved to a Principal's Secretary at Jim Bridger Elementary. We have one daughter and her 'big baby' a Newfoundland mix dog name Cordillia.

One of my most favorite things to do is travel. We have had a chance to go to many places around the world. Every time that we have traveled, we collect Christmas ornaments. This was started 26 years ago. It was decided this past Christmas, that if we get many more we would need a second tree to display. We have had to add small stickers to the ornaments stating the year we traveled.

Colleen Lynch
Administrative Board Member



Colleen Lynch
Benefits Office
Secretary



Hi, I'm Merilynn Boekweg and I serve as the Executive Board Member for GAEOP. I have been in GSD for so many years I hesitate to count them. I do know that they add up to an experience I will always treasure. I started out as a copy clerk at Orchard Elementary working 3 hours a week. I was given more hours over the next few years and eventually made it to a regular desk and was the lunch secretary. I was then hired as the contract secretary at Gourley Elementary, moved to Moss Elementary, and then into the district office in Elementary School Services. I took a leap of faith some years later into the testing department. Here I learned to better organize, lift and tote boxes, and my hair turned white! My assignment at this time is Executive Secretary to Mr. David Garrett, Business Administrator/Treasurer. I am also the Board of Education Recorder and take minutes at the board meetings. There it is – my life at Granite!

I have been married to the same great Dutchman, David, for 42 years and we have 3 terrific kids (well they were once kids) Andy, Deedre', and Joylynn. They have added two amazing "in-laws" Beckie & Roberto. We have been blessed with 4 of the most terrific grandkids (2 boys & 2 girls). My hobbies include travel, quilting, reading and hanging out in the aspen trees at my cabin.

I have enjoyed my journey through Granite. I have gained a great insight into the total educational experience from the little copy room at Orchard through the front office and administrative departments and divisions. I believe children deserve a fair and honest chance in public education to succeed. We as secretaries are an important part of that and we should never think of ourselves in any other light. Enjoy and smile!

Merilynn Boekweg
Executive Board Member



Merilynn Boekweg
Executive Secretary
Business
Administration

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 for active members and \$ 5.00 year for Retirees. Membership 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. Just a few of the benefits of membership are birthday recognition, job support, opportunity to vote for Board members, and serve on the GAEOP board.

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!

Office Etiquette

...Be helpful and co-operative with each other

...Aim to improve your workplace skills

...Speak clearly without shouting

...Say Please, Thank you and you're welcome, as part of your everyday courtesy

...Be discreet and compassionate in your criticism of a co-worker

...Don't gossip about any co-workers private life

...Don't hover around while waiting for a co-worker to get off the phone. Leave a note for them to call you or return later



© Can Stock Photo – csp6944926

Vickie Burrow

GAEOP President



Effective Time Management...Key to a less Stressful Life

Mayoclinic.com



You probably know that managing your time effectively will help you get more done each day. But, it has important health benefits, too. By managing your time more wisely, you can minimize stress and improve your quality of life.

But how do you get back on track when organizational skills don't come naturally? Choose one of these strategies, try it for a few weeks and see if it helps. If it does, consider adding another one. If not, try a different one.

- **Plan each day.** Planning your day can help you accomplish more and feel more in control of your life. Make a to-do list, putting the most important tasks at the top. Keep a schedule of your daily activities to minimize conflicts and last-minute rushes.
- **Say no to nonessential tasks.** Consider your goals and schedule before agreeing to take on additional work.
- **Delegate.** Take a look at your to-do list and consider what you can pass on to someone else.
- **Take the time you need to do a quality job.** Doing work right the first time may take more time upfront, but errors usually result in time spent making corrections, which takes more time overall.
- **Break large, time-consuming tasks into smaller tasks.** Work on them a few minutes at a time until you get them all done.
- **Practice the 10 minute rule.** Work on a dreaded task for 10 minutes each day. Once you get started, you may find you can finish it.
- **Evaluate how you're spending your time.** Keep a diary of everything you do for three days to determine how you're spending your time. Look for time that can be used more wisely.
- **Limit distractions.** Block out time on your calendar for big projects. During that time, close your door and turn off your phone, or anything else that may be a distraction.
- **Get plenty of sleep, eat a healthy diet and exercise regularly.** A healthy lifestyle can improve your focus and concentration, which will help improve your efficiency so that you can complete your work in less time.
- **Take a break when needed.** Too much stress can derail your attempts at getting organized. When you need a break, take one. Take a walk. Do some quick stretches at your workstation. Take a day of vacation to rest and re-energize.

Deann Jensen – Jr. High Rep.



April 22-26 is Office Professional Week

On April 9th 7:00 pm, at the Board of Education meeting, the Proclamation will be read in honor of our Office Professionals. The new GAEOP board will also be introduced. Please join us and show your support honoring our Office Professionals. You truly are the best!

Recipe Corner

Corned Beef, Potato and Cabbage Salad

What you need:

- ½ cup olive oil
- ¼ cup cider vinegar
- 1/3 cup Grey Poupon Harvest Course Ground Mustard
- 1 bag (16 oz.) coleslaw blend (cabbage slaw mix)
- 2 lbs. new potatoes, cooked, quartered
- ½ lb. corned beef, chopped



Make it:

Mix oil, vinegar and mustard in large bowl. Stir in coleslaw blend

Add remaining ingredients; toss to coat. Cover.

Refrigerate at least 1 hour before serving.

Extras: Add 2 Tbsp. Thousand Island dressing to mustard mixture before tossing with remaining ingredients.



Happy Birthday to you!

GAEOP Members

3/1 Jodi Halaeua 3/2 Brenda Dahle 3/4 Ruth Brown 3/8 Jackie Barrett 3/8 Darla Williams 3/10 Joni Garrett 3/10 Mary Meyers 3/12 Kristy Johnson 3/13 Donna Love	Sub Office Olympus High Granger High Bridger Elem. Hunter Elem. Eisenhower Jr. Spring Lane El. Hunter High Silver Hills Elem.	3/17 Julie Sandoval 3/17 Erin Winkler 3/20 Vickie Burrow 3/21 Kathy Goodfellow 3/22 Georgia Vallejos 3/23 Karen Bowden 3/24 Karen Charboneau 3/31 Bonnie Smith	Olympus High Granger High Eastwood Elem. Administration Cyprus High West Lake Jr. Food Services Evergreen Jr.
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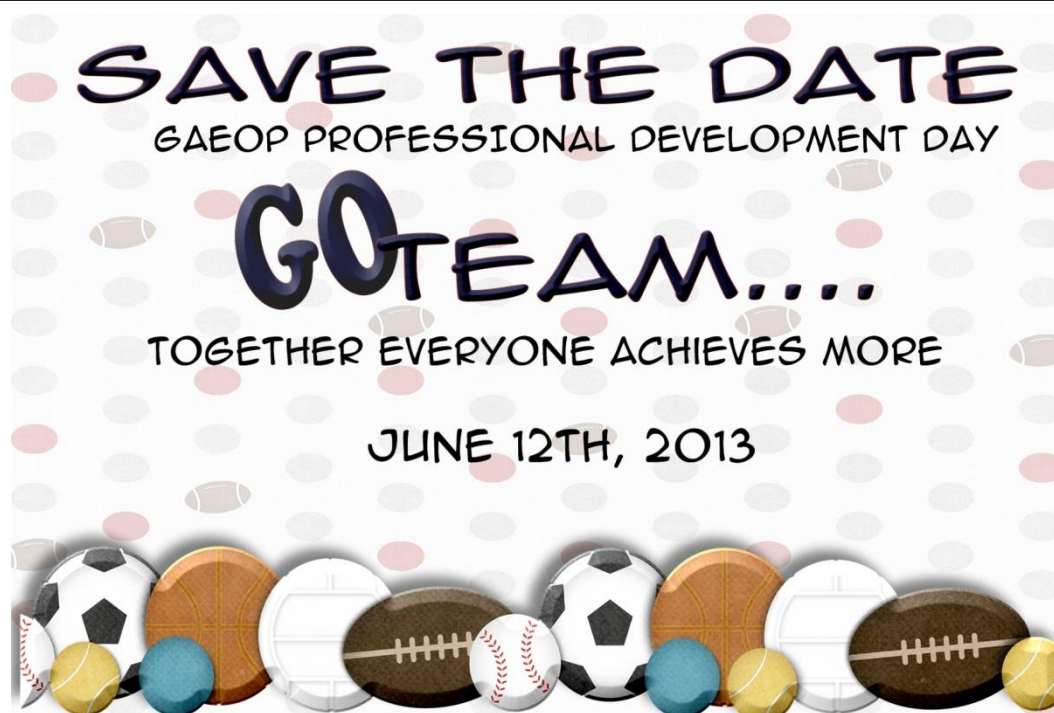


Don't forget to take the time to fill out the Nomination form for Administrator and Office Professional of the year!

Deadline is March 8th. The Winona Fullmer Scholarship is also available for anyone pursuing additional education!

Mark Your Calendars...

3/2	Read Across America Day	3/29	Good Friday
3/10	Daylight Savings	3/29	End of Term/ No School
3/12	Elem. Accounting Class 8 to noon	4/1	Snow Make Up Day/ No School
3/15-3/16	UAEOP Conference	4/1	April Fool's Day
3/17	St. Patrick's Day	4/2-4/5	Spring Recess
3/20	First Day of spring	4/15	Income Taxes Due
3/24	Palm Sunday	4/22	Earth Day
3/26	Office Professionals Dinner	4/24	Office Professionals Day
3/26	Passover	6/12	Professional Development Day



Going with the Theme "GO TEAM" this coming year, work together to come up with a Poster showing your schools or departments **AWESOME SCHOOL SPIRIT!**

Posters should include:

1. School or Department Name
2. Mascot (be creative if you don't have one)
3. Moto or Slogan

These will be displayed the day of the Professional Development day to be judged

Prizes for **Best Design**, **Most Creative**, and most **Team Spirit!**

Watch for more information to come with registration in April

*Annual CAEOP
Helen Metos Scholarship & Recognition Dinner*

'Get into the Swing of things ...'

Tuesday, March 26, 2013

Reception at 5:00 p.m.

Dinner served at 5:30 pm

Jones Center

382 E. 3605 S.

Dinner \$8.00

*Potatoes, Menu: Pork Loin Roast,
Salad, Dessert, Drink
Vegetarian Menu offered upon request
\$8.00*

- Ⓢ Induction of 2013 Board members
- Ⓢ Helen Metos Student Scholarship Award
- Ⓢ Administrator of the Year Award
- Ⓢ Office Professional of the Year Award
- Ⓢ Office Professional Scholarship Award



Please RSVP by returning this form with name, school, and your check to Teresa Himmelberger (Payroll) by 3/13/13.

Name: _____

School: _____

Dinner Amount: **\$8.00**

*** Those that would like to come, but cannot have pork, please call Jan Richardson (Truman) 385-646-5044 ***

A Healthier You

Last month we talked about making resolutions and now we want to ask ourselves, who is still going strong in February? I gave you 3 tips for keeping your resolutions on track; here are the remaining 7 tips.

1. **Start small.** Start with small steps. Unless you are made of discipline, failure happens when a goal is too big and requires an overwhelmingly big step all at once. Don't go to extremes like eating only lettuce or running 20 miles in a week. Instead, make a plan that works with your schedule and goals and is realistically achievable. For example, commit to go for a walk three times a week and gradually increase frequency and duration.
2. **Make a Plan.** Track your goals. Every resolution should have a plan to accomplish it. Set up a detailed weekly calendar with alerts and reminders to help you stay on course.
3. **Rewards.** Celebrate your success between milestones. Don't wait for the goal to be finally completed, but treat yourself along the way as you achieve markers to your goal completion. Reward yourself with something you value and can afford.
4. **Be Accountable.** Be accountable to someone. Being public about your goal and checking in regularly with a trainer, friend, or loved one will make you think twice about quitting. No one likes to admit failure.
5. **Remove Temptation.** A house full of junk food isn't going to help you stay on track if you plan on losing weight.
6. **Visualize it.** Surround yourself with images and words that motivate you. Your inner voice may be telling you that you can do it, but sometimes that inner voice can get distracted, discouraged, or even intimidated.
7. **Believe you can change.** Consider that every day, people who have overcome addiction or trauma decided to change their lives. If they can change, you can too.

Leanne Helbling

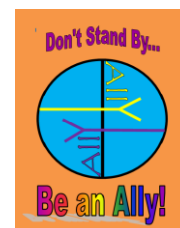
Amy's Ramblings...

Last month we had the opportunity to go to the in-service "Don't Stand By...Be an Ally". Even though this program throughout the district is geared towards students, I felt that it is also very applicable to us as adults. It is important for all of us to work together to help put an end to bullying and abusive behaviors. We can all be allies and not just passive bystanders.

KSL did an interesting segment in February on the bystander effect and would we be willing to stop and help. As they talked about different scenarios I hoped that I would have been one of the ones to stop and help, but in reality they said that, "Unless something really grabs us, unless something really turns us and causes us to get involved, we're more likely to not want to get involved in situations that can be deemed as dangerous; or we can make easy attributions or easy rationalizations that someone else will help."

The situations we are faced with are not always going to be extreme or dangerous, but every day we are faced with situations where we can be an ally. Someone that sticks up for someone else, someone who takes a stand, and someone who helps when needed. We can all make a difference in our schools, neighborhoods and communities if we just take the chance and take a stand.

"The world is a dangerous place to live, not (just) because of the people who are evil, but because of the people who don't do anything about it." Albert Einstein



GSD Don't Stand by ...be an Ally Program
KSL.com

Next Article
Deadline:

March
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
Kearns Jr. High
385-646-3501

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

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

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