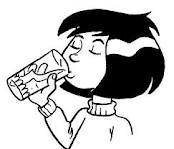
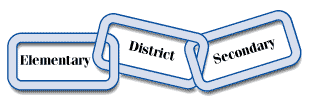
The Link



GAEOP

**Volume 4, Issue 2**

**Newsletter of the**

**Granite Association of**

Vickie’s Vibes…

**October 2012**

**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.

Inside this Issue:

I have found some great **‘Quick Office Tips’** from a previous Link

article. I think it is important to use quality customer service at all times.

This month we will start with Telephone Etiquette

1. Whenever possible try to answer your phone by the second ring

2. Identify yourself immediately when you place a call

3. Show a willingness to take a message for another person

4. Always be polite

5. Respect each person with whom you work

6. Treat every caller seriously and professionally

7. Do not put someone on ‘hold’ for more than a minute without returning

to them

8. Show respect for your caller’s time

9. Control the overall length of your call and limit the non-business part of the call to a minimum

Remember to **SMILE**, people can hear you smile through the phone!

A Healthier You!

1. Vickie’s Vibes

A Healthier You

1. Who are you?

GCOP

1. Recipe Corner

Birthdays

Condolences

1. Registration

Mark your Calendar

Amy’s Ramblings

1. Save the Date
2. GAEOP Board

How healthy are you? Do you have a healthy diet? Do you

exercise regularly? Do you drink

at least 8 glasses of water a day?

Do you get enough sleep every day? If you were able to answer yes to all of these questions then you are doing a wonderful job at

living a healthy lifestyle.

If you are having a hard time answering yes to these questions, this year, in “The Link” we will provide tips to live healthier lives.

One of the easiest things we can do to help ourselves is to drink more water. Most of us don’t drink enough water every day. Water is essential for our bodies to function. Did you know that drinking more water alone actually helps with weight loss, even if it is just one extra glass of water a day to start?

So put down

that soda and grab a

glass of water.

<http://personalexcellence.com/healthyliving>

**Page 2 The Link**

**Getting to know our GAEOP Board...**

I am currently the Vice President for GAEOP. My involvement in this association has helped me to better understand the workings of our district and has given me a greater desire to magnify my job responsibilities. GAEOP is the good stuff in the middle of the Oreo Cookie. It holds me together and adds a sweet diversion to my job. For me it just fits!

I began working for Granite School District in 1984 as a playground aide. Later I worked as a Title 1 Aide for 11 years and as an Office Clerk at Stansbury Elementary for 4 years. This is my 8th year as Principal Secretary at Truman Elementary. Working with Tyler Howe, the principal, is a delight! At times my job can be very challenging, but at the same time very rewarding. Many wonderful working associates have become lifelong friends.

Before working for Granite School District, I owned a Pre-School business, Jan’s Pre-School. This was a wonderful learning experience for leadership as a business entrepreneur from 1984-1991. Also, in 1996 I started my own Wedding Business, *Now and Forever Weddings.* I had lots of great times and wonderful memories there!

I have been married for 39 years and have 5 married children, 15 grandchildren

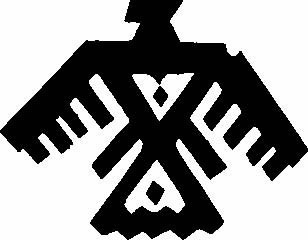
and 3 more due this December. WOW!

For all of us I hope this will be the best year yet!

Jan Richardson



Jan Richardson Truman Elementary



Truman Thunderbirds

**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. Once you have completed college, adult education, or business classes.

Next, contact Gaylynn Osness 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

supervisors 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

**Volume 4, Issue 2**

**Recipe Corner**



**Cinnamon Puffs**

**Page 3**

Happy Birthday to you!

**What you need:**

 3 cups all-purpose flour

 1 1/4 cups sugar, divided

 2 1/2 teaspoons baking powder

 1 1/4 teaspoons ground nutmeg

 3/4 teaspoons salt

 2 large eggs, lightly beaten

 1 1/4 cups milk

 1/3 cup butter plus 1/4 cup butter,

melted & divided

 1/2 teaspoon ground cinnamon

**Directions:**

1. Preheat oven to 350. Whisk together flour,

1 cup sugar, baking powder, nutmeg, and salt

in a large bowl. Make a well in center of dry

ingredients.

2. Combine eggs, milk, 1/3 cup melted butter

in a small bowl. Pour mixture into well of dry ingredients, stirring just until moistened. (Batter may be lumpy) Spoon into lightly greased muffin cups, filling 3/4 full.

10/3 Karen Christensen Crestview Elem.

10/3 Jessica Deneault Granite Park Jr.

10/3 Dorthy Astin Student Placement

10/3 Kathleen Cartwright Westbrook Elem.

10/4 Kathy Delli Educational Tech.

10/5 Judy Godoy Kennedy Jr.

10/10 Carol Berlin Transportation

10/10 Jaqueline Hale Oakridge Elem.

10/10 Carol Morgan William Penn Elem.

10/11 Andrea Richmond Payroll

10/13 Michelle Dean-Jackman Skyline High

10/14 Cheryl Boynton Westlake Jr.

10/15 Leslie Frank Food Services

10/16 Leanne Helbling Crestview Elem.

10/19 Amy Torres Kearns Jr. High

10/24 Virginia Cervantes Eisenhower Jr.

10/25 Dawn Binyon Valley Jr. High

10/25 Wendy Cochran Eisenhower Jr.

10/28 Sarah Crossland Custodial Services

10/30 GayLynn Osness Bennion Jr. High

10/31 Maria Guevara Westlake Jr. High

10/31 Jane Bracken Vista Elem.

3. Combine remaining 1/4 cup sugar and

cinnamon in a small, shallow bowl. Let muffins

cool just enough to handle; dip tops of hot muffins into remaining 1/4 melted butter, then into sugar mixture until coated. Serve

warm.

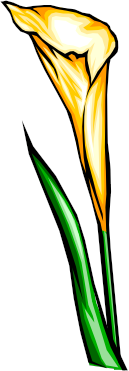
**Hint:**

A pinch of nutmeg perfumes the muffin and

compliments the cinnamon sugar on top.

To reheat, wrap muffins loosely in aluminum foil

and bake at 350 for 5 to 10 minutes. Enjoy!



**Our deepest sympathy**

**Danielle Kitchen - Mother in law passed away**

**Toni Ipson - Mother passed away**

**Our thoughts are with you at this sad time**

**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)

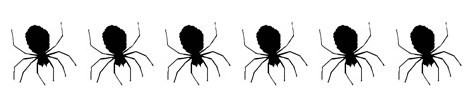
Mark Your Calendars...

10/2 GSD Board Meeting

10/2-10/3 Sr. High Parent Teacher Conference

10/3-10/4 Jr. High Parent Teacher Conference

10/8 Columbus Day

10/16 Bosses Day

10/18-10/19 Fall Recess

**Amy’s Rambling’s….**

October is Breast Cancer Awareness Month, a topic

close to my heart. Most of you probably know someone who has or has had Breast Cancer, or you yourself may be fighting the fight.

This month is to help increase the awareness of the disease. While most people are aware of breast

cancer many forget to take the steps to detect the disease in its early stages and encourage others to

do the same. There has been a lot of progress made

but there is still a long way to go.

Every May Salt Lake City holds its annual Susan G.

Komen 5k, Race for the cure. I have participated in this event many times and I look forward to it, each time I go. It never ceases to amaze me at the sheer number of people who join in to race for the cure.

My favorite thing about the race is getting to see all of the different shirts and signs that have been dedicated to those who are fighting this disease and to those

who have lost the battle. I myself race for two special individuals, My Aunt Karen who was diagnosed with breast cancer when I was in 10th grade. I remember the day she went in for surgery, just waiting for the

101/24 United Nations Day

10/26 Islamic Eid al-Adha

10/30 District Community Council Meeting

10/31 Halloween

11/28 GAEOP Holiday Dinner

phone call from my mom to let me know she was ok. She ended up having a double radical mastectomy, but she battled hard and she has been cancer free now for over 16 years. The second person I run for is my husbands’ Grandma. She was diagnosed before the age of 50. She was lucky. Her cancer went into remission until the summer of 2004, and then fought it until October of 2006, when she finally lost the battle. I love and admire these two women and all who fight this battle and those who stand beside them. It is not an easy battle.

I am grateful for this cause and the hard work that

many have put toward finding a cure, and as individuals we need to be aware of what to watch for. Make sure you watch for warning signs, go to the doctor if you have questions and encourage your loved ones to do the same.

**Page 5 The Link**



**If you hear of any news that needs to be brought**

**to the attention of GAEOP concerning those you work with; please let your GAEOP Board Member know, so that we can get it in the Link. For a list of which**

**Board member is over your location, please check the**

**GAEOP Board Members list on the last page of the Link.**

**We care about our Office Professionals and want to make sure you know you are in our thoughts.**

**~Thank you ~**

**~Amy Torres, Editor~**

***Granite Association of Office Professionals***

**Next**

**Article**

**2012-2013 GAEOP Board**

**Deadline:**

**October**

**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](mailto:antorres@graniteschools.org)

We reserve the right to accept, edit, or reject any material

submitted. The deadline for

contributing materials is the 15th

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!

GAEOP 2012-2013

**President, Vickie Burrow**

Eastwood Elementary

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

**Vice President, Jan Richardson**

Truman Elementary

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

**Secretary, Carolyn Simons**

Cyprus High

385-646-6220 [casimons@graniteschools.org](mailto:casimons@graniteschools.org)

**Treasurer, Teresa Himmelberger**

Payroll

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

**Historian, Natalie Yates**

Bonneville Jr. High

385-646-3100 [nyates@graniteschools.org](mailto:nyates@graniteschools.org)

**Membership, Kari Parry**

Taylorsville High

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

385-646-4978 [sxmeier@graniteschools.org](mailto:sxmeier@graniteschools.org)

**Junior High Board Member, Deann Jensen**

Bennion Jr. High

385-646-5114 [djensen@graniteschools.org](mailto:djensen@graniteschools.org)

**High School Board Member, Betty Kresser**

Cottonwood High

385-646-5269 [bpkresser@graniteschools.org](mailto:bpkresser@graniteschools.org)

**Administrative Board Member,**

**Colleen Lynch**

Human Resources, Benefits

385-646-4528

[ctlynch@graniteschools.org](mailto:ctlynch@graniteschools.org)

**Part-time Board Member**

**Executive Board Member, Merilynn Boekweg**

Business Administration

385-646-4594 [msboekweg@graniteschools.org](mailto:msboekweg@graniteschools.org)

**PSP/GCOP, Gay Lynn Osness**

Bennion Jr. High

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

**Publications, Amy Torres**

Kearns Jr. High

385-646-3501 [antorres@graniteschools.org](mailto:antorres@graniteschools.org)

**Ways and Means, Karen Phillips**

Human Resources

385-646-5000 [ksphillips@graniteschools.org](mailto:ksphillips@graniteschools.org)

**Advisory Committee**

Dr. David Gourley,

Asst. Superintendent, D.O. Donnette McNeill-Waters, Director, D.O., H.R.

Dave Rettie,

Associate Director, D.O., H.R. Launa Harvey,

Director, School Accountability Services, D.O.

GayLynn Osness, Bennion Jr. High Vickie Burrow, Eastwood Elem. Carolyn Simons, Cyprus High

Danielle Kitchen, School Accountability

**“The Link”**

Editor, Amy Torres

[antorres@graniteschools.org](mailto:antorres@graniteschools.org)

Healthy Living, Leanne Helbling

[ldhelbling@graniteschools.org](mailto:ldhelbling@graniteschools.org)

Calendar, Natalie Yates

nyates@graniteschools.org

Recipe Corner, Teresa Himmelberger

tdhimmelberger@graniteschools.org