

THE Link

March 2018

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

Mission Statement

The purpose of the Granite Association of Educational Office Professionals shall be to provide opportunities for personal and professional growth, leadership, service, networking and recognition to all educational office professionals.

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



SPRING

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Teresa's Tidbits

GAEOP President's Message



If anyone had told you that you would be called on to face your life *Crazy Brave and Wicked Strong*, what would your response be? Think of *Crazy Brave* as being willing to take a leap of faith and jump into a challenge. *Wicked Strong* is digging deep, searching for the strength to take on that challenge.

Soon, GAEOP members will receive a ballot to elect the new 2018-19 GAEOP Executive Board. Each of the individuals on the ballot have taken a leap of faith to represent you as office professionals of Granite School District. This is your opportunity to show a vote of confidence in the individuals who have stepped forward.



Let your voice be heard!

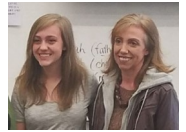
Mark your calendar ~

The annual GAEOP Professional Development Day will be held at Taylorsville High School, May 31, 2018, from 7:00 am – 4:00 pm.



For those new to the district, this event is for all office professionals to attend, contract and part time. We are honored to have Mr. Sam Glenn, renowned author, keynote speaker and freelance artist. He will entertain us with his wit, artistry and knowledge on "Your Worth Starts with Attitude." Lunch will be provided, along with classes to attend, opportunities to network, and a chance to win a prize or two. All you have to do is register, no cost to you. Registration will begin April 1.

The scholarship committee led by Gayna Breeze, Scholarship Chair, have been hard at work selecting an outstanding student to receive the Helen P. Metos Student Scholarship, valued at \$500.00. We are excited to announce that Rebecca Fredrickson, a student at Hunter High was chosen as the recipient.



The Believe & Achieve Scholarship recipients were also chosen. Jason Forbush, Cottonwood High and Rachel Nilsen, Olympus



High will each receive a scholarship valued at \$250.00.

Congratulations to these fantastic individuals who have chosen to continue their education post high school. Each of these individuals will be recognized at the Professional Development Day, May 31, 2018.

How many of you are considering going to college or attending continuing education in the evenings? Did you know that GAEOP provides a scholarship to help with your education needs? The Winona Fullmer GAEOP Member Scholarship is valued at \$250.00. The application and criteria can be found on the gaeop.weebly.com website, under Scholarships & Awards. The deadline for application is March 27, 2018. If you have any questions, contact Gayna Breeze, gbreeze@graniteschools.org.

*Teresa Himmelberger, CEOE
GAEOP President*

*Gayna Breeze, CEOE
GAEOP Scholarship Chair*

Embrace challenges (because excuses distract)

Choose truth (because drama drains)

Create solutions (because complaints bore)

~InspireYourPeople.com



Bennion Junior High Secretaries

submitted by Amy Torres, GAEOP Vice President

In the Spotlight

Shannon Burt, Comprehensive Guidance Clerk



My name is Shannon Burt and I have been at Bennion Jr. High School as the Comprehensive Guidance Clerk for two years. My husband, Jason, and I have been married for 17 years and have five children. We love to go camping and hiking. We have visited many National and State Parks. This summer we will be going to The Grand Tetons. My girls love to dance, and I am a busy, crazy dance mom! I spend lots of hours volunteering for their dance studio and the Taylorsville High School Drill team. I am honored to be part of a fantastic team of administration, counselors, and teachers at Bennion Jr.

Deann Jensen, Financial Secretary



I love Bennion Junior High—we have a great community! I am Deann Jensen, and I have worked for Bennion Jr. since 2000. My five children went through Bennion and learned to be good people. I have enjoyed each of the several positions I've held, currently I am the Financial Secretary. I have seen many changes and feel challenged continually. I have been married for 38 years. We have five wonderful children and 12 grandchildren, who are the light of our life. I enjoy reading, crocheting, camping, and now that one of our children lives out of the country, I enjoy traveling. Most of all I love to spend time with my family.

Sharon Clark, Registrar



My name is Sharon Clark. I am the Registrar at Bennion Jr. High. This is my 2nd year in this position. I have worked for the Granite School District since 2004. I have also worked as Comprehensive Guidance Assistant, BHA and Resource Aide. I have been married for 29 years and I have one son (26 years old) and one granddaughter (six years old). Our family loves to travel. The Disney and Universal parks are our favorite. We also enjoy camping and participating in the Mountain Man Rendezvous. I am so grateful for the people I work with and love working at Bennion Jr.

Gay Lynn Osness, Principal's Secretary



I have worked at Bennion Jr. for 28 years, and have seen many faculty members and students come and go. I enjoyed working on the board of GAEOP for many years. My husband and I have four children and eight grandchildren, who I admire greatly and who give us great joy. One of my favorite things to do is spend time with family, whether on vacations to Disneyland, Jackson, Yellowstone, Park City or home with sleep overs with the grandchildren. I love to work in my yard. It is amazing how dirt can release tension as it gives you the opportunity to create; besides, it gets you outside.



Inservice Opportunities

submitted by Darla Williams, Inservice Committee Chair

The following inservice classes will be offered on the dates indicated. More information about the classes, including how to sign up, will be sent via email. If you are working on your GCOP certification or want to increase your knowledge, take the opportunity to attend. We hope you enjoy these trainings. Participation has been great. If you have questions or suggestions for future classes, please contact Darla Williams, djwilliams@graniteschools.org.

Immunization Updates
Immunization Updates

Thursday, April 12
Thursday, April 12

9:00 – 11:00 am
9:00 – 11:00 am

Jones Center, 382 East 3605 South
Jones Center, 382 East 3605 South

Rich Lakin from the Utah Department of Health Immunization Program will go over the law changes taking effect on July 1, 2018. This is a presentation you do not want to miss as it will affect schools next year. Please note, this class will be held at the Jones Center. See you there!

March “Going the Extra Mile” Recipient

submitted by Stacy Bushell, “Going the Extra Mile” Chair

Jean Gorringer, Granite Peaks Learning Center

We are pleased to recognize Jean Gorringer as this month’s Going the Extra Mile Award winner. Here’s what Sabrena Koehler had to say in her nomination letter.



“We have had a couple of key front office employees leave for new jobs and retirement as well as being short staffed while waiting to fill positions. Jean is always positive, helpful and pleasant with our ESL, Adult Ed students, and other staff members. Without complaint, Jean has been so willing to work around her regular lunch schedules to make sure that the front office is covered and students are being helped. We have a very busy office and often times it is hard to understand our non-English speaking students.

She has also happily picked up the additional work load of the reduced staff, and is eagerly learning new parts of these jobs to make it easier for the other part time secretaries and staff. I look forward to working with her each day as she always “Goes the Extra Mile”.

An email requesting nominations is sent out at the beginning of each month. The email includes a link to a Google form to fill out the nomination. Each month, an office professional will be recognized for “Going the Extra Mile” in the work that they do. Take the opportunity to nominate a deserving individual. Some examples may include; providing the highest quality of service, contributing to a positive work place, providing a professional quality of work, being a team player, demonstrating initiative and treating others with warmth, courtesy and respect. If you have any questions or would like to nominate someone, please contact Stacy Bushell at Cottonwood High School or by email at sbushell@graniteschools.org.



Dates & Deadlines:

March 6, 2018	GSD Board Meeting - 7 pm
March 10, 2018	UAEOP Annual Conference, Salt Lake City
March 14, 2018	GAEOP Board Meeting – 4:15 pm
March 27, 2018	Fullmer Scholarship Applications Due
March 30-April 3, 2018	Spring Recess
April 10, 2018	GSD Board Meeting - 7 pm
April 12, 2018	Immunizations Training
Looking ahead:	
May 15, 2018	PSP Filing Deadline (NAEOP)
May 31, 2018	GAEOP Professional Development Day Taylorsville High
July 16-20, 2018	NAEOP Annual Conference, Bloomington, MN

Kudos Corner

submitted by Stacy Bushell, “Going the Extra Mile” Chair

The following people were nominated for the “Going the Extra Mile” award this month. We have so many dedicated and hard working people in our district. It is a pleasure to work amongst all of you. Thank you for the many ways you go the extra mile every day. Please keep the nominations coming and share information about the “Going the Extra Mile” award program with your administration, faculty, and PTA.

Lezlie Anderson	<i>Armstrong Academy</i>
Emily Cebrowski	<i>Transportation</i>
Jamie Christensen	<i>Human Resources</i>
Claudia Edvalson	<i>Hunter High</i>
Kim Lovato	<i>Skyline High</i>
Colleen Lynch	<i>Benefits</i>
Tina Madsen	<i>Pioneer Elementary</i>
Chauna Peterson	<i>Jim Bridger Elementary</i>
Laura Peterson	<i>Driggs Elementary</i>
Jo Potter	<i>Budget Development</i>
Tanya Sargent	<i>Driggs Elementary</i>
Jenn Vargo	<i>Kennedy Jr. High</i>
Doreen Yates	<i>Skyline High</i>



Tips & Tricks

submitted by Stacy Bushell, Senior High Representative

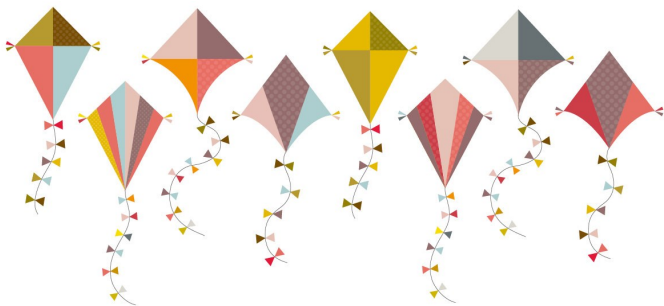
I receive emails from Sam Parker, Inspire Your People. These tips are from one of those emails. I encourage you to review this list and ask yourself if you are coachable. The tip/trick: allow your supervisor, coworkers, and patrons to “coach” you by really listening to their feedback. If you do, your job will be much more fun and meaningful.

A quick 6-point check on your coachability...

(Which of these are true and to what extent?)

1. I usually allow my supervisor and others to complete their sentences before responding.
(If you don't, it's not a good sign.)
2. When I'm given feedback/criticism, I think about it for a few moments before responding rather than immediately defending a position or action.
(If you don't, you're likely not giving it real consideration.)
3. When I'm given feedback/criticism, I ask questions about it in order to try to better understand it.
(A good sign.)
4. I feel my work's purpose is to serve my (external and internal) customers ... teachers, students, parents, etc.
("You're gonna have to serve somebody." - Bob Dylan)
5. Over the last year, I've changed/revised my position/approach to something because of the advice of another individual.
(Is it reasonable to go through an entire year without revising a position/approach to something and still feel you're open to development?)
6. My supervisor invests time in my professional development.
(If s/he doesn't, it might be because of a perception that you're not interested in your professional development and over time ... you've been labeled uncoachable... scary).

There's no rating scale here. These questions are simply meant to raise personal awareness, when answered objectively and truthfully.



Tried & True Recipe

Submitted by Gayna Breeze, Administrative Representative

Becky's Bow-Tie Pasta -- from Becky Heiner

This easy main dish goes great with garlic bread and vegetables. We call it Becky's Bow-Tie Pasta because we got the recipe from her after she shared it at a potluck and it was an instant hit with my family. It's a recipe she has used for years.

Ingredients

- 1 jar of alfredo sauce
- ½ box of bowtie pasta
- ½ pound Italian sausage
- 1 can diced tomatoes
- ¾ tsp (or so) of Italian seasoning
- Avocado – cubed and sprinkled with lemon juice.
- 2 cups shredded parmesan cheese



Directions

1. Brown sausage – drain
2. Cook noodles – drain
3. Into the pan of drained noodles, add sausage, sauce and a handful of cheese. Mix well and place in casserole dish.
4. In another bowl, mix tomatoes with oregano, basil or Italian seasoning. Spoon on top of the pasta mixture.
5. Bake 20 – 25 minutes at 350.
6. Sprinkle with a little more cheese and spoon avocado on top. Return to oven for five more minutes.

*Our thoughts are with
those that have
lost loved ones or
who are
recovering from
illness.*



*If you know of
someone who has
lost a loved one
or is ill,
please contact
Lesla Campbell or
Teresa Himmelberger.*

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Jodi Halauea - March 1

Human Resources

Shannon Burt - March 2

Bennion Jr. High

Brenda Dahle - March 2

Olympus High

Jo Beckstrand - March 3

Woodstock Elementary

Shiela Privett - March 3

Prevention & Student Placement

Ruth Brown- March 4

Granger High

Jill Rasmussen - March 6

Lake Ridge Elementary

Darla Williams - March 8

Communications

Sabrena Koehler - March 9

Granite Peaks

Sandi Crosby - March 10

Curriculum & Instruction

Joni Garrett - March 10

Eisenhower Jr. High



Mary Meyers - March 10

Spring Lane Elementary

Kristy Johnson - March 12

Hunter High School

Donna Love - March 13

Silver Hills Elementary

Julie Goodrich - March 15

Crestview Elementary

Linda Stevenson - March 16

Olympus High

Courtney Williams - March 16

Wasatch Jr. High

Julie Sandoval - March 17

Olympus High

Erin Winkler - March 17

Kearns High

Rebecca Nielsen - March 20

Fremont Elementary

Gwen Coulson - March 21

Curriculum & Instruction

Faith Stevens - March 22

Farnsworth Elementary

Karen Bowden - March 23

West Lake STEM

Lezlie Anderson - March 25

Armstrong Academy

Marilee Evans - March 26

Human Resources

Julie Anderson - March 30

Hunter Elementary

Sandy Cummings - March 30

Warehouse

Samantha Peterson - March 30

Educational Equity

Bonnie Smith - March 31

Evergreen Jr. High

“I’m a great believer in *luck*, and I find the harder I work, the more *luck* I have.”

Thomas Jefferson



84th NAEOP Annual Conference



July 16-20, 2018

Institute: July 16-17, 2018

Annual Conference: July 17-20, 2018

Check out naeop.org under the Events tab for registration forms and all the details of the NAEOP Annual Conference in Bloomington, MN.



"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:

Julianne Hamblin
Fox Hills Elementary
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jihamblin@graniteschools.org

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 20th of each month.

GAEOP is affiliated with
NAEOP

National Association of
Educational Office Professionals



<http://www.facebook.com/GAEOP>

Visit Our Website

www.gaeop.weebly.com

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2017-2018 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Ben Horsley - Communications
- Patrick Flanagan - Human Resources
- Donnette McNeill-Waters - Human Resources
- Jon Adams - School Accountability
- Marijean Woolf - Talent Development
- Mark Ellermeier - Eisenhower Jr. High School
- Teresa Himmelberger - GAEOP President; Payroll Office
- Amy Torres - GAEOP Vice President, Kearns Jr. High School
- Lesa Campbell - GAEOP Secretary, Carpenter Shop
- Gayna Breeze - GAEOP Administrative Representative, Planning & Boundaries
- Leesa Rij - GAEOP Membership Chair, Moss Elementary
- Julianne Hamblin - Elementary West Representative, Fox Hills Elementary

The advisory committee meets several times a year to discuss issues concerning the Granite School District office professionals.