

THE Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

March 2019

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



Inside:

- 2 In The Spotlight
Tried & True Recipe
In-service Opportunities
Helen P. Metos Scholarship
- 3 Going the Extra Mile Recipient
Condolences
Kudos Corner
- 4 Tips & Tricks
Our Ripples
Dates & Deadlines
- 5 Happy Birthday to You...
National Association ~ NAEOP
- 6 2018-2019 GAEOP Board
2018-2019 Advisory Committee

Teresa's Tidbits

GAEOP President's Message



Have you heard the saying "Now be a good girl, and don't make any waves?" This statement makes me giggle because for most of us, this just isn't possible (in a good way). Some may say, "Not only do I plan on making waves, I am trying to figure out a way to start a typhoon." Ok, this might be a little dramatic, but have you ever wondered what kind of change you could accomplish? When we let our inner light shine we unconsciously give others the courage to do the same. So, be the change the world needs, set a new standard and make a difference whenever and wherever you can.

Soon, Julianne Hamblin, GAEOP Vice President and Elections Chairman, will be sending a google doc ballot to all GAEOP members. This will be to elect new members to the 2019-20 GAEOP Executive Board. Each of the individuals on the ballot have taken that step to let their inner light shine as a representative for 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!

Lifelong learning is all around us. GAEOP continues to do their part in offering professional development throughout the year. The annual GAEOP Professional Development day is in the early planning stages for May 30, 2019 at Skyline High School. For those new to the district, this event is for all office professionals (contract and part time) to attend. 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, at no cost to you. **Mark your calendar for May 30.** Registration will begin the first week in April.

The scholarship committee led by Gayna Breeze, Scholarship Chairman, have been hard at work selecting an outstanding high school student to receive the Helen P. Metos Student Scholarship, valued at \$500. Eduardo Flores-Gonzalez, from Granger High School, was chosen as the recipient (see page 2). The Believe and Achieve Scholarship, valued at \$250, was awarded to Gurinder Kaur, from Granger High, and Siaosi Heimeuli, from Taylorsville High. Congratulations to these fantastic individuals who have chosen to continue their education post high school.

How many of you are considering going to college or attending continuing education in the evenings? Did you know GAEOP provides a scholarship to help with your education needs? The Winona Fullmer GAEOP Member Scholarship is valued at \$250. The application and criteria can be found on the gaeop.weebly.com website, under Scholarships and Awards. The deadline for application is March 27, 2019. If you have any questions, contact Gayna Breeze, gbreeze@graniteschools.org.

Thank you for continuing your efforts in making a difference.

*Teresa Himmelberger, CEOE
GAEOP President*

"Find Something That Inspires You Every Day and Plug into It, Feel It and Use It." - Sam Glenn

In The Spotlight

submitted by Michelle Raymond, Jr. High Representative

Melody Fisher - Kearns Jr. High



Hi! I'm Melody Fisher. I am the Comprehensive Guidance Clerk at Kearns Junior High. I have worked with the wonderful Kearns Jr. staff for about 5 ½ years. I am the instigator (and follower) of office sing-alongs with Michelle Raymond, our amazing Registrar. We even get our school officer to embarrass our students with song! In good weather, I love to be outdoors: gardening, hiking, cycling, just not cleaning up after the dogs (that is saved for my kids). I love our students and all the positivity they share with us.

Judy Godoy - Kennedy Jr. High



My name is Judy Godoy. I have been with the District for 14 ½ years; 12 of those years I've spent as a Registrar at Kennedy Jr. High. I am known as the sunshine of the school. Students here at Kennedy call me "Yo dog," because if you spell my name backwards that is what it says. I have been married for almost 25 years and have one son. I love to spend time in the mountains, go camping and play video games. I also love working at Kennedy with all the awesome students.

In-service Opportunities

submitted by Darla Williams, In-service Committee Co-Chair

Information about the classes, including how to sign up, is sent via email. If you have questions or ideas for future in-service trainings, please contact Michelle Raymond (mraymond@graniteschools.org) or Darla Williams (djwilliams@graniteschools.org.)

Office 365 Part 2 Tuesday, March 19 9:00 – 11:00 am C121, GEC
Office 365 Part 2 Tuesday, March 19 2:00 – 4:00 pm C121, GEC

Professional Development Day Thursday, May 30 Skyline High

Remember that Lynda.com has some wonderful courses that you can complete whenever it's most convenient for you. Accessing through your Salt Lake County library account allows you to take the courses for free. The following courses have been pre-approved to count toward your GCOP (Granite Certified Office Professional) certification:

- Office 365
- Excel
- Word
- Planner
- PowerPoint
- Yammer 2016
- PDF
- Business Etiquette: Phone, Email and Text
- Handling Workplace Change
- Google Sheets
- Managing Up
- Mastering Common Interview Questions
- Note Taking
- Overcoming Procrastination
- Time Management
- Web Conferencing
- Writing a Resume

Tried & True Recipe

Submitted by Dianne Roberts, Membership Chair

Raspberry Cream Cake

- ½ pkg. white cake mix
- 8 oz. cream cheese
- ½ pint whipping cream
- 2 c. powdered sugar
- 1 pkg. frozen raspberries
- 1 pkg. Danish Dessert
- 1 Tbsp. vanilla



1. Bake cake in a jelly roll pan for about 15 minutes.
2. Whip the whipping cream until stiff peaks form.
3. Whip Cream together the cream cheese, powdered sugar, and vanilla.
4. Add the cream cheese mixture to the whipped cream.
5. Spread over cooled cake and refrigerate.
6. Make Danish Dessert (found in the pudding aisle at the grocery store), using berry juices and water for liquid.
7. When cooled, fold in berries and spread over cake.
8. Refrigerate until served.

Helen P. Metos Scholarship

submitted by Gayna Breeze, Scholarship Committee Chair



Congratulations to Eduardo Flores-Gonzalez, from Granger High School, who is the recipient of the Helen P. Metos Scholarship. Pictured here with Teresa Himmelberger and Gayna Breeze.

March “Going the Extra Mile” Recipient

submitted by Laura Purrington, “Going the Extra Mile” Chair

Kelly Franz, Cottonwood Elementary



Paulette McMillan, principal, and Kelly Franz

“I was hiking with some friends a few weekends ago when the topic of our elementary school came up. We were talking about how happy we were with the school and the first person credited for the warm, welcoming atmosphere was Kelly Franz. Not our teachers or our principal (who, by the way, are outstanding!) but our school secretary. Everyone chimed in with a ‘Kelly Story’ because that’s how wonderful she is. She is the embodiment of the Extra Mile Award. “Her plate is always full, but you would never know it by her positive attitude and happy disposition” says our Cottonwood Elementary Principal Paulette McMillan. “She is wonderful with the children. We are so fortunate to have Kelly Franz as our secretary as she really does go the extra mile every day.” No problem is too big or too silly for her to tackle with a smile and an “it’s no big deal.” She knows our 501 students by name and many of their parents and greets them personally when they come to the office. I

remember one afternoon when my son realized that he had forgotten a large assignment that was due the next day. I called the office to see if anyone was still there and caught Kelly as she was leaving. She volunteered to stick around, even though we were a good ten minutes away – to make sure my son got what he needed. She’s been equally helpful when I’ve called for contact info at the beginning of the year from the directory that hadn’t been released yet (she couldn’t for privacy reasons, but she was able to dig up the previous year’s copy); when I’ve needed to get messages to my children during the day or to gently be reminded that it’s Monday and my kids are waiting in the office to be picked up to take to piano (oops!). When we made a donation to the school that my husband’s work matched, she took the lead in filing the necessary paperwork on both ends (no easy task) to track down the funds the school was entitled to. At a recent community council meeting, we were discussing reunification procedures in the event of a lock down and it was noted that the proposed plan worked in large part because Kelly is so trusted by staff, students and parents. ‘Kelly always has a smile on her face and is happy to help,’ says Stacy Hansen, PTA president. ‘She answers my questions or helps me figure them out if she doesn’t know. She goes above and beyond for us in the PTA.’ Kelly is a friend to everyone, a joy to interact with and we hope that you will recognize her enormous contribution to our school with this award.”

~Elise Soukup



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 want to nominate someone, please contact [Laura Purrington](#) at Kearns High School.

*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
Kathie Woodruff or
Teresa Himmelberger.*

Kudos Corner

submitted by Laura Purrington, “Going the Extra Mile” Co-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. Thank you for the many ways you go the extra mile every day.

Lorna Allen	West Kearns Elementary
Stacey Bushell	Cottonwood High
Dawnette Dial	Granite Park Jr. High
Kim Lovato	Skyline High
Kacie Pfeil	Cottonwood High
Sandra Riches	Resource Development
Diane Roberts	Jim Bridger Elementary
Janet Udell	Calvin Smith Elementary



Tips & Tricks

submitted by Leanne Helbling, Elementary East Representative

Practices That Principals Do with Their Secretaries to Increase Communication

Paulette McMillan, Principal at Cottonwood Elementary, shared some tips that work well for her and her secretary, Kelly.

First, we check in with each other each day, i.e. what is on the calendar, who is out of the building, what is on my calendar that she should be aware of, etc. That helps us start out the day with a clear understanding of our needs and expectations.

Second, once a month, Kelly prints an accounting of the fund 21 budgets. Since these are budget that principals do not always see, it helps me to know our expenditures for the month and keep current on our school accounts.

Third, we have a folder that passes back and forth between us. When Kelly has things that I need to look at and/or sign, she places it in "the folder," and that goes into my in-box. Whenever I see the folder, I know that I need to prioritize my to do list and take a look at these things that need to be addressed. Once I have addressed the items, they go back into the folder, along with anything I need to send Kelly's way, and I place it in her in-box. This way she knows that I have taken care of the business and she can move forward to process anything she needs to attend to. This system helps streamline our communication and works well for us.



Teri Ann Cooper, Principal at Crestview Elementary, shared some ideas that she and her secretary, Leanne, use to keep their school office running smoothly.

There isn't anyone who has more daily interactions with those in the building than the secretary and the principal. They are both on the phone, in the halls, in the faculty room, in the office, literally everywhere. As a principal, I know that if I'm not tapping into my secretary as a strong communication resource, I am missing out.

I could say that practices I do with my secretary to increase communication are: meet daily, discuss the calendar, have an in-box, check in throughout the day, schedule meetings together, etc. However, working in a school, we know that most plans don't go exactly as planned so we're always adapting.

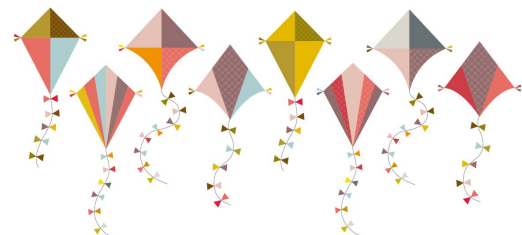
Trust and relationships are two key elements to effective communication. I truly believe that my secretary is my right arm. If I didn't have her, I would be completely lost. I know that I need to trust and hold high expectations for her and she rises to the occasion. Likewise, she has high expectations for me. She helps keep my organized, and she understands when I need my space. We listen, we laugh, we have compassion, and we eat! We make it a point to talk daily. We both listen to each other. We also praise each other. We say "thank you" often.

Our Ripples



Dates & Deadlines:

March 19, 2019	In-Service: Office 365, Part 2
March 20, 2019	First Day of Spring
March 25-26, 2019	Spring Recess (schools)
March 27, 2019	GAEOP Scholarship Applications Due
April 2, 2019	Granite School Board Meeting
April 3, 2019	GAEOP Board Meeting
May 15, 2019	PSP Filing Date (NAEOP)
May 30, 2019	GAEOP Professional Development Day Skyline High School
July 15-19, 2019	NAEOP Annual Conference, Boise, ID
July 20-24, 2020	NAEOP Annual Conference, Salt Lake City, UT



Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Jodi Halauea - March 1

Human Resources

Michelle Best - March 2

Bennion Jr. High

Shannon Burt - March 2

Olympus Jr. High

Brenda Dahle - March 2

Olympus High

Jo Beckstrand - March 3

Woodstock Elementary

Sheila Privett - March 3

Prevention & Student Placement

Janice Wirthlin - March 4

Evergreen Jr. 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

Julie Goodrich - March 15

Crestview Elementary

Linda Stevenson - March 16

Olympus High

Courtney Williams - March 16

Wasatch Jr. High

Erin Winkler - March 17

Kearns High

Gwen Coulson - March 21

Curriculum & Instruction

Faith Stevens - March 22

Hunter High

Karen Bowden - March 23

West Lake STEM

Sydnie Hunter - March 23

Hunter High

Arlee Willits - March 24

School Accountability

Lezlie Anderson - March 25

Taylorsville Elementary

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

National Association ~ NAEOP



Conference outline and registration
now available at naeop.org.
Click on **Events**.

Pot of Gold Green
St. Patrick's Day
Lucky Shamrock
4 leaf clover
Rainbow
pinch
Leprechaun
Irish



"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
385-646-4828
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

Granite School District
2500 S State Street
Salt Lake City UT 84115

2018-2019 GAEOP Board Members

President
Teresa Himmelberger, CEOE
Payroll Office
385-646-4311
tdhimmelberger@graniteschools.org

Vice President
Julianne Hamblin, CEOE
Fox Hills Elementary
385-646-4828
jihamblin@graniteschools.org

Secretary
Kathie Woodruff
Jefferson Jr. High
385-646-3450
klwoodruff@graniteschools.org

Treasurer
Darla Williams
Communications
385-646-4529
djwilliams@graniteschools.org

Historian
Jackie Hale
Oakridge Elementary
385-646-4936
jhhale@graniteschools.org

Membership Chair
Diane Roberts
Bridger Elementary
385-646-4774
droberts2@graniteschools.org

Administrative Representative
Gayna Breeze, CEOE
Planning & Boundaries
385-646-4409
gbreeze@graniteschools.org

Executive Representative
Diana Pennington
Support Services
385-646-4597
dpennington@graniteschools.org

Elementary Representative - East
Leanne Helbling
Crestview Elementary
385-646-4804
ldhelbling@graniteschools.org

Elementary Representative - West
Leisl Leystra
Bennion Elementary
385-646-4774
laleystra@graniteschools.org

Junior High Representative
Michelle Raymond
Kearns Jr. High
385-646-5208
mraymond@graniteschools.org

Senior High Representative
Laura Purrington
Kearns High
385-646-5419
ljpurrington@graniteschools.org

Part Time Employee Representative
Carol Seastrand
Taylorsville High
385-646-5455
cseastrand@graniteschools.org

2018-2019 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Ben Horsley - Communications
- Patrick Flanagan - Human Resources
- Donnette McNeill-Waters - Human Resources
- Garett Muse - School Accountability, Secondary
- Tina West - School Accountability, Elementary
- Teresa Himmelberger - GAEOP President, Payroll Office
- Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary
- Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High
- Diana Pennington - GAEOP Executive Representative, Support Services
- Diane Roberts - GAEOP Membership Chair, Bridger Elementary
- Laura Purrington - GAEOP Senior High Representative, Kearns High

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