



Mission Statement

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.

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



Teresa Himmelberger
GAEOP President

Teresa's Tidbits

Are you living up to your potential? Are you taking the opportunity to get the necessary skills to help you further your knowledge? If you were to interview for a different job, do you have the appropriate skillset to take on a new adventure? My daughter recently saw an opening she was interested in within her company, and when she called me to ask my opinion, these are the questions that I asked her. We should ask ourselves these questions as well, to get a better sense of whether or not we would be qualified and if we feel we could tackle the new tasks that would be asked of us. If you answered NO to any of these questions, it may be time to *"Take*

Control of your Future" and find ways to add to your portfolio.

This year GAEOP scheduled classes in a variety of topics to help you improve your skillset. Educational Technology has webpages full of resources and You Tube provides access to videos on almost anything such as, pivot tables and how to create an excel document. I hope you will take any opportunity to learn new skills.

The GAEOP Professional Development Day is scheduled for Thursday, June 2nd at Granger High School. The committee has put together some great group activities and classes, as well as entertainment and delicious food from the Hawaiian Islands. I am excited to announce our keynote speaker is Wendy Heslink, NAEOP President Elect. She has worked as an office professional in many capacities since 1990. She is currently Secretary to the Superintendent/District Clerk in Fredonia, New York and provides a wealth of knowledge for office professionals. This is your chance to enhance your skillset for the future, catch up with other office professionals, and acquire more hours towards your PSP/GCOP. You will not want to miss out on a fantastic, fun filled day. I hope you will come and *"Surf the Wave to a Positively Charged Life"*. See page 5 for more information and watch for registration information to reserve your spot and classes for the day! We will also be offering automatic membership renewal.

This month all GAEOP members will have the opportunity to vote for your 2016-17 Executive Board. This group of ladies will be representing you this next year, so take a few minutes and look over the ballot.

I will continue to serve as your President for the next two years, and would love to see more of you become involved with the association. Great things are in store. Thanks for all your input and support this year. This association provides so many opportunities for you and will continue to do so.

*Teresa Himmelberger, GCOP
GAEOP President*

**"YOUR LIFE
DOES NOT GET BETTER
BY CHANGE, IT GETS
BETTER BY CHANGE."**

- JIM ROHN

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"Take Control of Your Future"



In the
Spotlight

High School Secretaries

submitted by Karen Bowden, Sr. High Board Member



Julie Bugger, Bookkeeper, Cyprus High School

I am completing my 26th year with the district. I started off at Bacchus Elementary, then Taylorsville High School, Brockbank Jr High and am now at Cyprus High School as the bookkeeper. I have enjoyed all of the places that I have worked, each has brought many friendships. My hobbies are spending time with my grandchildren, reading, crocheting, and spending time with my grandchildren.



Leasa Foust, Registrar, Hunter High School

I love working at Hunter High School! We have great faculty/staff that work there! My husband and I will be celebrating our 34th wedding anniversary this April. We were blessed to have four wonderful children and from them, we've been blessed with five grandchildren. In my spare time, I enjoy hiking, camping, sewing, quilting, singing, and playing the violin.



Kayley Miller, Registrar, Granite Connection High School

My name is Kayley Miller and I've worked for Granite District for three years. I work as the Registrar for Granite Connection High School and have really enjoyed being here. I have loved working with the administration here and love all my fellow coworkers. It has been so great for me to work for the school district and I feel like it's where I belong. I feel blessed that I was selected to work with such amazing people! I grew up in Salt Lake and couldn't imagine living anywhere else. I love the mountains, lakes, scenery and all that Utah has to offer. I have been married to my husband for three years and we have a quirky little dog that we love to spoil and treat like a child. My husband and I stay busy with our day jobs and our five investment properties that we've bought through the years to rent and create extra income for us. I love seeing the transformation of our new rental properties from when we buy them to when they're fixed and ready to rent. It really has become a great hobby for the both of us to do together. I also love reading, cuddling with my dog, watching new movies, dancing, traveling, swimming and hanging out with my family and friends.



Julie Shorts, Hourly Secretary, Kearns High School

I have been working in the district for about 8 years now. I've worked in various positions at Stansbury Elementary, Hunter High School, Granger High School, and now at Kearns High School. I am an hourly secretary working mainly in the Bookkeeper's Office, but I also fill in when the secretaries in the main office are gone. I love to crochet, sew, and play with my grandkids. I have an awesome husband who I've been married to for 30 years. We have 3 children, a daughter-in-law, son-in-law and 2 grandkids.

February "Going the Extra Mile" Recipient

submitted by Amy Torres, Junior High Representative

**Natalie Yates, Principal's Secretary,
Bonneville Jr. High School**



*Pictured l-r; Cathy Gray and
Natalie Yates*

Here is what Cathy Gray, Finance Secretary at Bonneville Jr. High, had to say about Natalie:

"Natalie ran the main office of Bonneville Jr. High singlehandedly for 3 months while I was on a leave of absence. She was flying solo from the 2nd week of school until just before Thanksgiving. She not only had her own job duties, she took over some of the financial office duties as well. She cashiered for students, and purchased items for teachers. The substitute bookkeeper only came about 2 times per week, so the bulk of the transactions fell to Natalie.

Natalie remained cheerful and upbeat when I would call to check on the school. There was no task she was unwilling to dive into, and the school remained afloat due to her diligence and willingness to help out a co-worker in need.

I feel that Natalie should be recognized for the outstanding job she performed at Bonneville Jr. High during the 2015-16 school year."

Keep those nominations coming. Postcards were sent to all district locations. 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. **Make sure to include specific examples of how this person goes above and beyond their regular duties.** Examples may include; providing the highest quality of service, contributing to a positive work place, and treating others with warmth, courtesy and respect. If you have any questions or want to nominate someone, please contact Amy Torres at Kearns Jr.

Dates & Deadlines:

March 1, 2016	GSD Board Meeting - 7:00 pm
March 9, 2016	GAEOP Board Meeting - 4:15 pm
March 12, 2016	UAEOP Annual Conference, Granite Education Center, Salt Lake City
March 17, 2016	St. Patrick's Day
March 20, 2016	Link Articles Due - April Issue
March 25-29, 2016	Spring Recess
March 27, 2016	Easter
June 2, 2016	GAEOP Professional Development Day, Granger High School
July 13-16, 2016	NAEOP 82 nd Annual Conference & Institute, St. Louis, Missouri



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

*If you know of
someone that has
lost a loved one or is
ill, please contact
Teresa Himmelberger
or
Darla Williams.*





Winona Fullmer
GAEOP
Member Scholarship

This scholarship is designed to assist members of the Granite Association of Educational Office Professionals who are furthering their education or pursuing a Professional Standards Program (PSP) or Granite Certified Office Professional (GCOP) certificate through continuing education. The scholarship is named in honor of Winona Fullmer, GAEOP Past President, and is valued at \$250.

Apply online at <http://gaeop.weebly.com>

Deadline Friday, March 25, 2016



Surf the Wave to a Positively Charged Life

GAEOP Professional Development Day

Thursday, June 2nd, 2016

7:00 am to 4:00 pm

Granger High School

3580 So. 3600 West

West Valley City

Keynote Speaker

Wendy Heslink, CEOE - NAEOP President-Elect

Wendy has served on the NAEOP Executive Board since 2009 in several capacities; Northeast Area Director, PSP Committee Chairman, Vice President and President-Elect. She has traveled across the country giving presentations and workshops for educational office professionals on various topics. She works as the Secretary to the Superintendent/District Clerk for Fredonia Central School in New York State.

This day is for ALL office professionals, contract or part time. Hourly secretaries/clerks who attend will receive paid time for 6 hours.

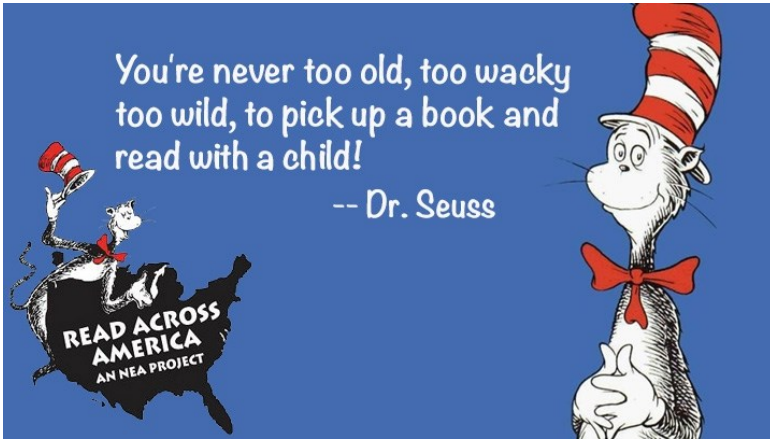
9 month contract secretaries will have a trade day.

Lunch will be a Hawaiian Buffet -
(kahlua pork, teriyaki chicken, steamed rice,
fresh fruit, citrus salad, roll, potato or
macaroni salad, with guava cake)



March 2 is...

Read Across America Day



NEA's Read Across America is an annual reading motivation and awareness program that calls for every child in every community to celebrate reading on March 2, the birthday of beloved children's author Dr. Seuss. NEA's Read Across America also provides NEA members, parents, caregivers, and children the resources and activities they need to keep reading on the calendar 365 days a year.

In cities and towns across the nation, teachers, teenagers, librarians, politicians, actors, athletes, parents, grandparents, and others develop NEA's Read Across America activities to bring reading excitement to children of all ages. Governors, mayors, and other elected officials

recognize the role reading plays in their communities with proclamations and floor statements. Athletes and actors issue reading challenges to young readers. And teachers and principals seem to be more than happy to dye their hair green or be duct-taped to a wall if it boosts their students' reading.

For more information visit www.nea.org

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Jodi Halauea - March 1
Human Resources

Brenda Dahle - March 2
Olympus High

Cathy Gray - March 3
Bonneville Jr. High

Janice Wirthlin - March 3
Evergreen Jr. High

Jill Rasmussen - March 6
Taylorville Elementary

Susan White - March 8
Magna Elementary

Darla Williams - March 8
Hunter Elementary

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

Courtney Williams - March 16
Curriculum & Instruction

Julie Sandoval - March 17
Olympus High

Erin Winkler - March 17
Kearns High

Lave Purcell - March 19
Bennion Jr. High

Rebecca Walk - March 20
Fremont Elementary

Kathy Goodfellow - March 21
Superintendent's Office

Gloria Hernandez - March 21
Human Resources

Karen Bowden - March 23
West Lake Jr. High

Linda Quinn - March 23
Wasatch Jr. High

Arlee Willits - March 24
School Accountability



Lezlie Anderson - March 25
Armstrong Academy

Marilee Evans - March 26
Human Resources

Janet Tingey - March 26
Jones Center

Sandy Cummings - March 30
Warehouse

Bonnie Smith - March 31
Evergreen Jr. High

Tips & Tricks

submitted by Diana Pennington, Administrative Board Member

There are hundreds of websites willing to give advice on how to be happy at work. As I looked at some of them, I found that they were pretty similar in their lists. You are probably already doing most of these things during your work day, but maybe there is one that isn't as easy for you to do. I would encourage you to pick one or two that you feel you need to work on and see how you can improve your day by implementing the advice. We spend a lot of time at work each day, it only makes sense to be happy!



15 Proven Tips to Be Happy at Work by John Rampton

1. Have a Sense of Meaning
2. Create an 'Office Nest'
3. Find a Work Best Friend
4. Smile
5. Leave Personal Problems at Home
6. Be Future Oriented
7. Say 'Thank You'
8. Take a Breather
9. Eat Healthy and Stay Hydrated
10. Get Organized
11. Don't Multitask
12. Accept People for Who They Are
13. Move Around
14. Reward Yourself
15. Reflect on the Day

For the article in its entirety, visit: <http://www.inc.com/john-rampton/15-proven-tips-to-be-happy-at-work.html>

Chocolate Egg Nest Cookies

Submitted by Kathy Roos, Treasurer

These Chocolate Egg Nest Cookies are so cute and delicious. They make for a delicious Easter and/or spring treat!

Ingredients

1 (12 oz) bag milk chocolate chips

1 (12 oz) bag butterscotch chips, more chocolate chips, or peanut butter chips

1 (12 oz) bag chow mein noodles

Cadbury chocolate eggs, M&Ms, Jelly Beans or Peeps

Instructions

In a large microwave safe bowl, melt chocolate chips and butterscotch chips together in microwave, stirring every 30 seconds. Stir in chow mein noodles. Spray muffin tins lightly with cooking spray. Drop by spoonful into a greased muffin tin and mold into nest shapes. If you are making the larger nests to fit a peep inside, mold into large greased muffin tins. Let set, you can also place in the refrigerator to help them set up quicker. Place eggs and/or peeps on top.



Inservice Opportunities

submitted by Carol Berlin & Diana Pennington,

Inservice Committee Co-Chairs

The following inservice classes will be offered during the month of March. More information about these classes, including how to sign up, has been or will be emailed. If you have questions, please contact Carol Berlin (clberlin@graniteschools.org) or Diana Pennington (dpennington@graniteschools.org).

URS - Retirement	Wednesday, March 2	1:00 - 3:00 pm
	Thursday, March 3	12:00 - 2:00 pm
Word - Beginning	Monday, March 7	9:00 - 11:00 am
	Monday, March 7	1:00 - 3:00 pm
Google Docs - Advanced	Monday, March 14	9:00 - 11:00 am
	Monday, March 14	1:00 - 3:00 pm

New Members

submitted by Traci Pritchett, Membership Chair

Ruth Brown - Granger High

Cheryl Snyder - Moss Elementary



“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:

Danielle Kitchen

School Accountability Services
385-646-4525
dfkitchen@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:
UAEOP

Utah Association of
Educational Office Professionals
NAEOP

National Association of
Educational Office Professionals



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

Visit Our Website

www.gaeop.weebly.com

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2015-2016 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Donnette McNeill-Waters - Human Resources
- Verneita Hunt - Human Resources
- Gail Howe - School Accountability Services
- Ben Horsley - Communications
- Emme Liddell - Taylorsville High School
- Doug Wagstaff - Hunter Jr. High School
- Tina West - Rosecrest Elementary School
- Teresa Himmelberger - Payroll Office
- Kari Parry - Taylorsville High School
- Karen Bowden - West Lake Jr. High School
- Darla Williams - Hunter Elementary School
- Leanne Helbling - Crestview Elementary School
- Diana Pennington - Support Services
- Carol Berlin - Teaching & Learning Services

The advisory committee meets the 4th Thursday of each month to discuss issues concerning the Granite School District office professionals.