

THE Link

March 2017

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 Utah Association of Educational Office Professionals and the National Association of Educational Office Professionals



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Teresa's Tidbits



*Teresa Himmelberger
GAEOP President*

Have you ever asked yourself what the actual meaning of "teamwork" is? My favorite definition from yourdictionary.com is

"teamwork is combined efforts, or the actions of a group, to achieve a common purpose or goal."

This seems to be a very simple concept, but yet we can find ourselves wondering "Where is the

teamwork?" A few years back, my theme for the year was;

T - Together

E - Everyone

A - Achieves

M - More

Communication is key. If someone comes to you with an idea and would like to work with you, make every effort to put that "teamwork" concept in play. Be encouraging to those that want to excel and succeed in their endeavor. One person cannot accomplish some tasks successfully without the help of others. The GAEOP Executive Board would not function well without the individual skills of each board member, and we will always strive to help you, as office professionals, to succeed.

GAEOP's mentoring program, networking sessions, trainings, and our annual Professional Development Day are just a few ways that GAEOP supports you. When there is a common goal, and we are willing to reach out to others and work together, the result is the most rewarding thing ever.

At the GAEOP annual Open House, held February 23, we asked the question, "What is one thing you do to achieve teamwork in your office?" I would like to share some of those suggestions with you:

- ⇒ Communicate expectations
- ⇒ Answer your team's phone when needed
- ⇒ Craft together, and keep up with each other's lives

- ⇒ Meet twice a week and cross train
- ⇒ Laugh
- ⇒ Avoid placing blame for unimportant things
- ⇒ Hold monthly planning meetings
- ⇒ Realize that everyone is equal, all ideas are valued, and everyone has an opinion and is encouraged to contribute.

I hope you can use some of these ideas or ideas of your own to create a better teamwork concept in your office!

The Open House was a great success and with the help of the office professionals, our service project will provide many of our kids in the district the means for better dental hygiene. It was fun to visit with those in attendance and I always appreciate your input.



GAEOP Executive Board elections began March 1st. The voting deadline is March 15th. Remember, we are here to serve you! Use this link to see information on the candidates and cast your vote.

<https://goo.gl/forms/YB3bMAGYuzx40WJM2>

Our annual Professional Development Day will be held May 31, at Cottonwood High School (flyer on page 6). Registration will be available via a Google Doc April 1. This is a day you will not want to miss.

Thanks for all you do every day!

*Teresa Himmelberger, CEOE
GAEOP President*

"Surf the Wave to a Positively Charged Life"





In the Spotlight

Oakridge Elementary

submitted by Deanne Hampson, Elementary East Representative



"The Oakridge Girls" l-r Jackie Hale, Michelle Marsh, Erin Aste

Jackie Hale has worked at Oakridge Elementary for 25 years. She and her husband have been married for 51 years. They have five children, 15 grandchildren, and three great-grandchildren. They love to go on long walks and usually go about 15 miles on a Saturday. Jackie says, "We have a wonderful time visiting with one another, walking to see a movie,

or just going to our favorite place to have lunch or dinner." She likes to crochet and knit in her spare time, and enters her projects in the State and County Fairs. Jackie says she doesn't like to read instruction so she watches a lot of YouTube videos to learn how to make the items. It works well for her; she has received blue ribbons and even a best of show ribbon at the Fair.

Michelle Marsh has lived in Salt Lake City her entire life. She grew up in the Avenues, but now lives just a few blocks from Oakridge. After graduating from the University of Utah, she married her husband, Skip. They have been married for eighteen years and have twin daughters that both attended Oakridge. She volunteered at Oakridge with PTA and in the classroom for many years. This is her third year working in the office. Her children have moved on to junior high, but she loves working with the kids and faculty at Oakridge so she decided to stay. Michelle likes to attend University of Utah sporting events. She also enjoys reading, knitting and walking her dog, Ziggy, around the neighborhood.

Erin Aste is originally from Los Angeles, California. She came to Utah for school and to ski. She and her husband, Steve, met while they were both working as instructors at Park West Ski Resort. She says, "we dated for three years before I dragged him down the aisle." Erin and her family lived in Washington, D.C. and Charleston, S.C., before moving back to the Salt Lake City area. She and her husband have four children - two boys and two girls. Erin volunteered extensively at Oakridge before she got a job there. She was even PTA president twice. She says she loves working in the office and finds it entertaining most of the time. She often say to Jackie, "Please tell me I wasn't like that."



Are you a member of GAEOP? For information about joining or renewing please visit our website, gaeop.weebly.com, or contact Leesa Rij, lrij@graniteschools.org.



Inservice Opportunities

submitted by Danielle Kitchen, Inservice Committee Chair

The following inservice classes will be offered over the next several months. More information about these classes, including how to sign up, will be sent via email. If you have questions, please contact Danielle Kitchen (dfkitchen@graniteschools.org.)

Google Drive/Chrome	Friday, March 3	9:00 – 11:00 am	C121, GEC
Google Drive/Chrome	Friday, March 3	1:00 – 3:00 pm	C121, GEC
Discovery Training - Secondary	Tuesday, March 7	9:30 – 11:30 am	C121, GEC
Power Point/Google Slides	Tuesday, March 14	9:00 – 11:00 am	C121, GEC
Power Point/Google Slides	Tuesday, March 14	1:00 – 3:00 pm	C121, GEC
DCFS Overview	Thursday, March 23	9:00 – 11:00 am	Auditorium A, GEC
DCFS Overview	Thursday, March 23	1:00 – 3:00 pm	Auditorium A, GEC
Social Media	Monday, April 10	9:00 – 11:00 am	C121, GEC
Social Media	Monday, April 10	1:00 – 3:00 pm	C121, GEC

March "Going the Extra Mile" Recipient

submitted by Stacy Bushell and Jennifer Justesen, "Extra Mile" Award Committee

Shirlene Teigen, Hunter Jr. High School



This is what Heather Bankhead said about Shirlene, "On November 17th I had one of two total knee replacements. Little did I know that I would not be returning back to work until February 7th. Shirlene has willingly and without complaint covered for me. It's not easy being the only secretary in the administrative office and she did a wonderful job. When I came back to work, everything was in order and easy for me to enter into the computer. Because of this service and being willing to "go the extra mile" I think Shirlene should be spotlighted."

Keep those nominations coming. Emails are sent out each month with a Google form to nominate. 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 Stacy Bushell sbushell@graniteschools.org or Jennifer Justesen jjustesen@graniteschools.org.

Dates & Deadlines:

March 7, 2017	Board of Education Meeting
March 11, 2017	UAEOP Annual Conference, GEC, Salt Lake City
March 12, 2017	Daylight Savings Time Begins
March 17, 2017	St. Patrick's Day
March 20, 2017	Link Articles Due (April issue)
March 20, 2017	First Day of Spring
March 24-31, 2017	Spring Break (no school)
May 31, 2017	GAEOP Professional Development Day, Cottonwood High School
July 12-15, 2017	NAEOP Annual Conference & Institute, Greenville, SC



Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Jodi Halauea - March 1

Human Resources

Brenda Dahle - March 2

Olympus High

Ruth Brown- March 4

Granger High

Janice Wirthlin - March 4

Evergreen Jr. High

Jill Rasmussen - March 6

Taylorville Elementary

Susan White - March 8

Magna 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

Courtney Williams - March 16

Wasatch Jr. High

Juliene Sandoval - March 17

Olympus High

Erin Winkler - March 17

Kearns High

Lave Purcell - March 19

Bennion Jr. High

Rebecca Walk Nielsen - March 20

Fremont Elementary

Karen Bowden - March 23

West Lake Jr. High

Arlee Willits - March 24

School Accountability

Lezlie Anderson - March 25

Armstrong Academy

Marilee Evans - March 26

Human Resources

Julie Anderson - March 30

Hunter Elementary

Sandy Cummings - March 30

Warehouse

Melanie Sanchez - March 31

Frost Elementary

Bonnie Smith - March 31

Evergreen Jr. High

NAEOP Scholarships

- ◆ Did you know the NAEOP Educational Foundation offers a reimbursement incentive program for NAEOP conference institute and briefing sessions? Find out more about the **Elverda J. "Butch" Bender Reimbursement Incentive Program** at www.naeop.org. Select Events, then Educational Reimbursement Incentive Application.
- ◆ NAEOP also offers the **Marion T. Wood Student Scholarship** for students pursuing a course of study in an educational office-related business program. The application deadline is March 15, 2017, and must include sponsorship from a NAEOP affiliate. For more information, contact Jennifer Justesen, jjustesen@graniteschools.org, or Teresa Himmelberger, tdhimmelberger@graniteschools.org.



UAEOP Conference

Submitted by Sherry Wilson, CEOE; UAEOP President



25th Annual UAEOP Conference

Learn Connect Grow

Saturday, March 11, 2017

Granite Education Center

If you want to attend the conference, but haven't registered yet, please contact Sherry Wilson at (385)646-4497 to see if there are seats available.



Tips & Tricks

submitted by Julianne Hamblin, Elementary West Representative

Lynda.com is a fantastic resource for learning new skills. The website has tutorial videos that you can watch whenever you choose. Take an entire course or just watch a video to learn to do one specific thing in a program you already use. Lynda.com is a subscription service, however it is FREE if accessed through the Salt Lake County Library website, slcolibrary.org.

- ◆ Choose the option for Research Room
- ◆ Select or search for Lynda.com
- ◆ Log in with your library card number and pin. If you don't live in Salt Lake County you can take your Granite School District ID to a branch and get a library card.

Some of the courses available are:

- ◆ Office 365
- ◆ Excel
- ◆ Outlook
- ◆ WordPress
- ◆ Project Management
- ◆ Piano
- ◆ Guitar

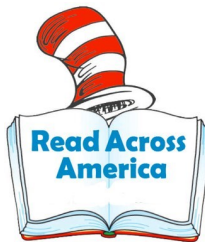


Many thanks to Celia Powell, Cherie Anderson, and Cindy Moyle from GSD Educational Technology for sharing this information at the recent Inservice Trainings.

March Is...

Read Across America Day - March 2.

To get kids excited about reading and encourage more adults to spend time reading with their children, the National Education Association (NEA) launched the first NEA's Read Across America day in 1998. On March 2, 2017, NEA's Read Across America will mark nineteen years of celebrating reading and the birthday of Dr. Seuss. (www.nea.org)



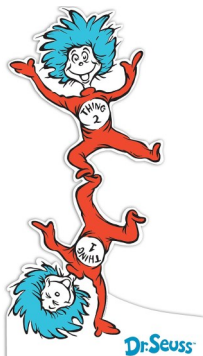
You're never too old, too wacky, too wild,
To pick up a book and read with a child.
You're never too busy, too cool, or too hot,
To pick up a book and share what you've got.

In schools and communities,
Let's gather around,
Let's pick up a book,
Let's pass it around.

There are kids all around you,
Kids who will need
Someone to hug,
Someone to read.

Come join us March 2nd
Your own special way
And make this America's
Read to Kids Day.

Poem by Anita Merina (www.nea.org)



GAEOP Scholarships

submitted by Jennifer Justesen, Scholarship Committee Chair

Winona Fullmer Member Scholarship:

- \$250 for continuing education
- Open to GAEOP members of at least three years who currently hold or are working on GCOP/PSP certification
- Applications due March 24, 2017

Helen P. Metos Student Scholarship:

- \$400 for college education
- Open to high school business students
- Applications due March 24, 2017

Details of the scholarships, and the applications, can be found at www.gaeop.weebly.com. Applications (and related questions) can be sent to Jennifer Justesen, jjustesen@graniteschools.org.

NAEOP Conference Scholarship

Submitted by Jennifer Justesen, Scholarship Chair

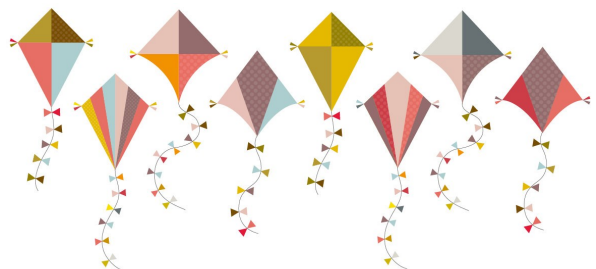


Congratulations to Gayna Breeze, who is the 2017 NAEOP Conference Member Scholarship recipient.

The NAEOP Conference Member Scholarship is designed to assist members of the Granite Association of Education Office Professionals who are pursuing a Professional Standards

Program (PSP) Certificate or Granite Certified Office Professional (GCOP) Certificate through continuing education. GAEOP provides an opportunity for an individual to further their knowledge, networking and professional development credit for attending a NAEOP Conference.

GAEOP created this scholarship in 2016, and Gayna is the very first recipient. Gayna works as an Admin II Secretary in Support Services at the District Office. She has been a member of GAEOP for over seven years, holds a GCOP Bachelor's and is currently working on her PSP certification. The GAEOP Executive Board is excited to have her with them in South Carolina this July and hopes she will find the experience as rewarding as they do.



GAEOP Professional Development Day

Find the Superhero in you...

Leap into Acceptance
Compassion
Tolerance
Integrity
Optimism
Nurture



GAEOP Professional Development Day

Wednesday, May 31, 2017

7:00 am to 4:00 pm

Cottonwood High School

Recipe

Submitted by Jennifer Justesen, Administrative Representative

Time Cheater Chili Verde

This recipe works great with chicken, pork, ground beef or ground turkey. It's also a super use for a left over roast



Siggyspice.blogspot.com

- 1.5 lbs. of whatever meat you choose
- 1 tsp ground black pepper
- 1 tsp minced garlic
- 3 TBSP flour
- 1 can Rotel (mild or regular depending on sensitivity)
- 1 small can diced green chilis
- 2 cans (7 oz.) Herdez Salsa Verde

Directions:

If you are using unground meat, cut in into very small pieces or shred it if it's a leftover roast, and cook it in canola oil (about a tablespoon) with the garlic and black pepper (salt to taste).

If you are using ground meat, just brown it like you usually would with the garlic and black pepper (no oil), (salt to taste)

Without draining your prepared meat add the 3 tablespoons of flour and brown it a little with your meat.

The meat will kind of clump up with the flour when mixed (that's what you want). Add the cans of Rotel and green chilis (this will begin to create the gravy.) Add the 2 cans of Herdez Salsa Verde. Thin the existing gravy to your desired consistency by adding a tablespoon of water at a time.

This tastes great served over eggs for breakfast, smothered over burritos, served over rice, or served as a side with corn chips. It also freezes beautifully!



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 [Les Campbell](mailto:lcampbell@graniteschools.org), lcampbell@graniteschools.org, or [Teresa Himmelberger](mailto:tdhimmelberger@graniteschools.org), tdhimmelberger@graniteschools.org.

Next Article
Deadline:
March
20th

"The Link" is published 10 times per year for approximately 500 secretaries of Granite School District. Contributed 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:
UAEOP

Utah Association of
Educational Office Professionals
&

NAEOP

National Association of
Educational Office Professionals

"Surf the Wave to a Positively Charged Life"



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

Visit Our Website

www.gaeop.weebly.com

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2016-2017 Advisory Committee

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Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters - Human Resources
Leslie Bell - School Accountability
Marijean Wolf - Talent Development
Terri Roylance - Cottonwood High School
Teresa Himmelberger - GAEOP President; Payroll Office
Amy Torres - Kearns Jr. High School
Lesla Campbell - Maintenance
Stacy Bushell - Cottonwood High School
Danielle Kitchen - School Accountability
Leesa Rij - Moss Elementary

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