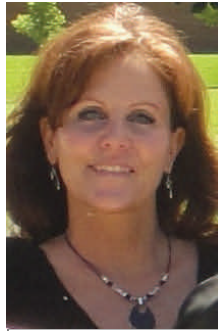




Mission Statement

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

Have you taken inventory lately of the skills you have and wondered if you are reaching your true potential? Over the years, GAEOP, UAEOP and NAEOP have provided excellent professional development with Quarterly trainings, workshops, and conferences.

The GAEOP Executive board put together a variety of classes for professional development that included: Google Docs, Outlook, Creating a website, Excel, Word, Retirement, Improving your Workplace and CPR. These classes have provided very informative instruction. Over the last two months, I personally attended each class and was amazed at how many new things I learned, reinforcing my belief that I truly can learn something new every day. I encourage each of you to step out of your comfort zone and take any opportunity you have to participate and learn new things that can help you reach your true potential.

This month, there are several events to note:

- ⇒ UAEOP annual conference "Seize the Day", March 13-14th, at the Corner Canyon High School. I hope to see you there.
- ⇒ March 1st-15th, GAEOP members will have an opportunity to elect a few new board members. It is important for each of you to have a say in who will be representing you this next year. Please take a few minutes to cast your vote.
- ⇒ Planning is underway for the annual GAEOP Professional Development day, where GAEOP will provide you with great instruction, a fantastic lunch and the opportunity to network with your fellow office professionals. Mark your calendar for **June 10th**....details forthcoming.
- ⇒ NAEOP conference "Gathering Information For Tomorrow (GIFT)" will be held in Buffalo, New York, Niagara Falls, July 22-25. This leadership conference is for anyone to attend. There will be four days of speakers, instruction, banquets, and networking. If you can take this opportunity, I highly recommend it. More details can be found on page 6 or at www.gaeop.weebly.com/naeop

"Bloom Where You Are Planted" is the theme for this year's Evening of Recognition dinner. Karen Bowden, High School Board member, has put together a wonderful evening. This event is held each year to recognize office professionals and the exemplary work they do every day to make the office run smoothly and the great customer service they provide. We will also honor the Administrator and Office Professional of the Year. Please plan on joining us on **March 26th, 2015** (see details on page 5).

Teresa Himmelberger
GAEOP President
Together we can.....SAIL ON



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In the
Spotlight

Senior High Registrars Rock

Submitted by: Karen Bowden, Senior High Board Member

Sherri Duckworth, Registrar, Cottonwood High School



I have had the honor of working in Granite District for the past 24 years. Currently I am the Registrar at Cottonwood High School. This job is very challenging as well as extremely rewarding. I work with a great staff and student body. Prior to that, I was a secretary at the Jones Center for 20 years. I have been married to my husband for forty years and am the mother of eight children and grandmother of twenty (twenty one in June). I am active in my church and community. I love to read, play the piano, sing and spend time with my family.

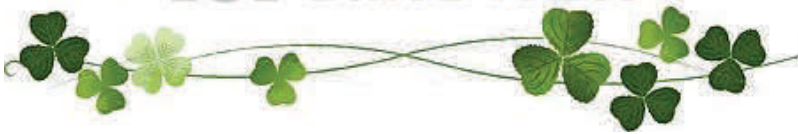
Laura Purrington, Registrar, Kearns High School



Just a little background – I am a mother of three wonderful children and currently nine *really* wonderful grandchildren. For the past 25 years, I’ve worked in various capacities for Granite School District and am presently the Registrar at Kearns High School. Through the years, I’ve met and worked with some of the finest people around. I miss dear friends at Stansbury Elementary where I worked for about 15 years as the Lunch Clerk and Principal’s Secretary. However, I love working with the administration, staff and students at Kearns High. My office is located in the Counseling Center and although we have a corps of coveted counselors, most people come to see me operate a piece of office equipment called “The Typewriter” which I still use on occasion. They always have lots of questions...the main one being “What is that???” Yes, every day is like a mini adventure, not quite sure what’s going to happen next but I look forward to it just the same!

Dates & Deadlines:

March 3, 2015	GSD Board of Education Meeting
March 11, 2015	GAEOP Board Meeting
March 12, 2015	Advisory Meeting
March 13-14, 2015	<i>Seize the Day</i> - UAEOP Annual Conference Corner Canyon High School, Draper
March 17, 2015	St. Patrick’s Day
March 17, 2015	GSD Board Study Session
March 20, 2015	LINK Articles Due
March 26, 2015	Evening of Recognition Dinner
June 10, 2015	GAEOP Professional Development Day Olympus High School
July 22-25, 2015	NAEOP 81 st Annual Conference & Institute Buffalo, New York



Nancy Jensen, Human Resources,
has been cast in the musical
“Over the River and Through the Woods”
at Hale Centre Theater.

Do you want to recognize a colleague for a recent accomplishment? Honor a fellow office professional for a recognition? Thank a friend for helping you on a project?

We want to hear from you so that we can let everyone know that Granite School District Office Professionals are awesome!

Please send kudos to Danielle Kitchen at
dfkitchen@graniteschools.org

“Do the best with what you have, wherever you are.”

~ Saint Francis de Sales

Leadership

submitted by Cindy McCleve, Historian

I believe that strong, ethical leadership is at the heart of respectful workplaces. A dynamic leader not only possesses high moral standards, but operates with a high sense of ethics and integrity; preferably for the good of the employees and the office. Leaders take risks and understand the importance of change. Does this mean that effective leaders never make mistakes? Absolutely not. While leaders make mistakes, they use their mistakes as a learning tool so their chances of making the same mistake are minimalized. The following are some traits of a dynamic leader.



- **Focus on the goals of the organization or office.** To be an effective leader you must have a firm understanding of the vision of the business and maintain that vision in everything you do.
- **Surround yourself with talented people.** It's also important to assess employee needs: tools, systems, workplace changes, team interactions, etc. Engaging employees and coworkers and making them feel valued, empowers them to think, act, and innovate in a way that is natural to each of them. Lead your team to empower, encourage and enable each other.
- **Develop your communication skills.** It's important that you have good communication with your team so they properly understand your instructions and expectations. Keep your team up to date on progress with projects and big news, as well as up to date on events and achievements. The better you can keep employees and coworkers updated with news and the vision of the school or office, the more they'll feel like a real part of the team as opposed to just a cog in the machine. Finally, be approachable and available for your coworkers to offer guidance and help find solutions.
- **Keep it simple.** Be aware of your own management style and learn how you can take advantage of your own personality to be a good leader. Don't overcomplicate things for your coworkers and pat yourself on the back when you are able to swoop in and save the day. Hold yourself to the same standards you hold your coworkers.

It is important for leaders to have strong core values and ethics in the workplace. Core values are defined as those things which we believe are the most important aspects of who we are and how we treat others. In workplace leadership, our core beliefs about people and how we treat them will impact how we work with them day-to-day.

First, we must determine what our core values are and what it ought to be to promote positive leadership in the workplace. When you study great leaders and list your favorites, you will notice one consistent characteristic that they possess – integrity. Integrity is the stable force behind countless leadership role models. Great leaders model integrity by being honest and doing what is right - no matter the circumstances. Integrity requires you to make the right choice (even when you may not receive personal gain from the outcome) and to put your own personal agenda aside for the greater good of the organization and the people. Effective leaders know that people need a leader who has integrity; without it, people are missing a vital ingredient in their ability to perform. Much like the foundation of a building, integrity is essential for lasting success and provides a work environment with three key qualities: stability, safety and reference.

A good question to ask yourself and your leadership team is, “How much do we value integrity and how are we demonstrating it?” It may not need to be said, but haven't we seen too many examples of leaders in the business world who lack integrity? Isn't it obvious the negative impact those leaders have on their employees and patron as well as their business? If leadership is only as good as the foundation it is built upon, a leader must have a foundation that is as steady as a rock. Having integrity in our workplace gives us this foundation, with a foundation of integrity, a leader is ready to build his/her own unique leadership style.

Unfortunately, there are moments when you need to point out the obvious as to why it is so important to treat each other appropriately. Depending on the level of trust you have within the workplace as a leader, this will either fall completely on deaf ears or will be remembered forever by those present. A few things to remember when working with people:

- Always remain hopeful (be positive and optimistic about their situation),
- Always be mindful and considerate of each other (appreciate the fact that there is no *personal space* in some circumstances), and
- Always treat each other with compassion (be respectful in language and attitude).

PSP/GCOP Recipients

submitted by Traci Pritchett, PSP/GCOP Chair

Congratulations to the following individuals! They have earned their PSP/GCOP certificate. For more information about the PSP/GCOP Program, check out the [GAEOP webpage](#).



Entry Level

Marcia Cannon - Hillside Elementary
Diana Pennington - Communications Office
Mindy Scherzinger - Research & Evaluation
Bonese Snarr - Wasatch Jr. High

Intermediate

Samantha Heder - Skyline High
Vanessa Park - Accounts Payable

Advanced I

Catherine Middlemiss - YESS Program

Advanced III/GCOP

Marilee Gibbs - Human Resources
Cathy Gray - Bonneville Jr. High
Barbara Ishino - Smith Elementary

Bachelor's

Julie Cowley - Skyline High
Kayley Miller - Granite Connection
Janet Tingey - Jones Center
Kendra Watters - Granger High

Lights, Camera Action!

SAVE THE DATE

GAEOP Professional Development Day

June 10th, 2015

Don't miss out on walking the **RED** carpet!

"Take Control of Your Future"

30 Hour Workshop Wrap Up

submitted by Teresa Himmelberger, GAEOP President

The GAEOP 30 hours of professional development classes just wrapped up and we feel it was a great success. This year we tried a different schedule, hoping it would make class times more convenient. I think even the early risers were happy they attended. Please let us know if you have suggestions for classes in the future. These are really to benefit you and help you in your job assignment.

Thank you to all that participated. I am sure you will agree that the instruction was well received.



~ Bloom Where You Are Planted ~



GAEOP

~ Evening of Recognition Dinner ~

Thursday, March 26, 2015

5:00 pm

Granite Education Center, 5 story building -

Room D102-D106

You are invited to attend the annual GAEOP *Evening of Recognition Dinner*. We will be presenting our GAEOP Administrator/Office Professional of the Year awards and the Business scholarship winners.

If you are interested in attending, you may send cash or a check made out to GAEOP and mail it to:

Attn: Karen Bowden
West Lake Jr. High
3400 South 3450 West
West Valley City, Utah 84119

The cost of the meal is \$9.00 for current GAEOP members and past presidents or \$10.00 for non-members. The dinner includes Chicken Cordon Bleu, rice pilaf, garden salad, roll and dessert. If you have any special dietary needs, please contact Karen Bowden at 385-646-5254.

We hope you will join us,

GAEOP Executive Board

Evening of Recognition Dinner

\$9.00 for current GAEOP members & past presidents, \$10.00 for non-members

Name: _____ Cash: _____ Check: _____

Please check one: **Regular meal** or **Special meal is needed**

Please return the bottom of this form with your check made payable to GAEOP (or send cash) to Karen Bowden at the address above by Tuesday, March 17, 2014.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

- | | |
|---|---|
| Jodi Halaewa - March 1
Human Resources | Mary Meyers - March 10
Spring Lane Elementary |
| Brenda Dahle - March 2
Olympus High | Kristy Johnson - March 12
Hunter High |
| Cathy Gray - March 3
Bonneville Jr. High | Donna Love - March 13
Silver Hills Elementary |
| Ruth Brown - March 4
Granger High | Linda Stevenson - March 16
Olympus High |
| Jill Rasmussen - March 6
Taylorsville Elementary | Courtney Williams - March 16
Curriculum & Instruction |
| Susan White - March 8
Magna Elementary | Julie Sandoval - March 17
Olympus High |
| Darla Williams - March 8
Hunter Elementary | Erin Winkler - March 17
Kearns High |
| Sabrena Koehler - March 9
Granite Peaks | Kathy Goodfellow - March 21
Superintendent's Office |
| Sandra Crosby - March 10
Curriculum & Instruction | Gloria Hernandez - March 21
Human Resources |
| Joni Garrett - March 10
Eisenhower Jr. High | Karen Bowden - March 23
West Lake Jr. High |



- Linda Quinn - March 23**
Wasatch Jr. High
- Karen Charboneau - March 24**
Food Services
- Arlee Willits - March 24**
School Accountability
- Marilee Gibbs - March 26**
Human Resources
- Janet Tingey - March 26**
Jones Center

Recipe Corner

If you haven't noticed yet, most every recipe I've chosen for "The LINK" is a comfort food! And this month is no exception. **Karen Phillips**, Receptionist at the GEC, shares with us a wonderful (and wonderfully easy!) version of French bread. As Karen is the "hostess with the mostest" we're sure you'll impress friends and family with this yummy addition to any meal or buffet.

Delicious French Bread

- 1 loaf of French bread
- ½ c. butter, softened
- 1 tsp. parsley
- ¼ tsp. dill weed
- ¼ tsp. garlic salt
- ¼ tsp. oregano



Mix together butter, parsley, dill, garlic salt and oregano. Slice bread not quite through to the bottom of loaf and spread each slice with the butter and herb mixture. Wrap in foil and bake at 400 degrees for 10 minutes. Uncover and broil until lightly browned.

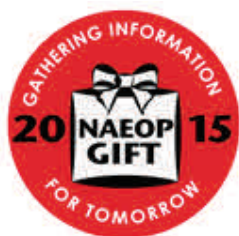


Our thoughts are with those who have lost loved ones or who are recovering from illness.

If you know of someone who has lost a loved one or is ill, please contact

Teresa Himmelberger or Darla Williams.

NAEOP Annual Conference



Buffalo, New York will be the site of the 2015 NAEOP Annual Conference. Please mark **July 22-25, 2015** on your calendars *NOW* and plan to attend. The Northeast Area members are hosting this conference. You will experience the fabulous speakers, multiple professional development opportunities, friendship, encouragement, rejuvenation and caring that is always encountered at an NAEOP event.

Discover the "City of Lights" from the Hyatt Regency Buffalo. This downtown hotel, located in the heart of the theater and entertainment districts, lets you easily explore all the attractions of this vibrant metropolitan area, once known as the "Gateway to the West". The hotel is located at 300 Pearl Street, phone 716.856.1234 (rates: \$149). More information available at naeop.org.

Next Article
Deadline:

March
20th

"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

TOGETHER WE CAN.....



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

Visit Our Website

www.gaeop.weebly.com

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

2014-2015 GAEOP Board Members

President - Teresa Himmelberger
Advisory, Meet and Confer
Payroll Office
385-646-4311
tdhimmelberger@graniteschools.org

Vice President - Kari Parry
Nominations/Elections
Taylorsville High
385-646-6903
kmparry@graniteschools.org

Secretary - Darla Williams
Birthdays, Well Wishes
Hunter Elementary
385-646-4876
djwilliams@graniteschools.org

Treasurer - Kathryn Roos
Finance
Granite Technical Institute
385-646-4340
kgroos@graniteschools.org

Historian - Cindy McCleve
In-services
Matheson Jr. High
385-646-5290
ccmcclve@graniteschools.org

Membership - Traci Pritchett
PSP/GCOP
Granite Peaks Lifelong Learning
385-646-7615
tpritchett@graniteschools.org

Part Time Board Member - Marie Orton
Facebook
Curriculum & Instruction
385-646-6042
morton@graniteschools.org

Elementary Board Member - East Leanne Helbling
Office Professional Week
Crestview Elementary
385-646-4804
ldhelbling@graniteschools.org

Elementary Board Member - West Stephanie Rees
Ways and Means, Weebly
Diamond Ridge Elementary
385-646-4858
srees@graniteschools.org

Junior High Board Member Cristine Brimley
Fall Social
Churchill Jr. High
385-646-5144
cbrimley@graniteschools.org

Senior High Board Member Karen Bowden
Evening of Recognition Dinner
West Lake Jr. High
385-646-5254
kdbowden@graniteschools.org

Administrative Board Member Elaine Wright
Office Professional Week
School Accountability Services
385-646-4535
ewright@graniteschools.org

Executive Board Member Carol Berlin
Scholarships and Awards
Teaching & Learning
385-646-4513
clberlin@graniteschools.org

2014-2015 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Donnette McNeill-Waters - Human Resources
Verneita Hunt - Human Resources
Jane Lindsay - School Accountability Services
Emme Liddell - Taylorsville 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
Elaine Wright - School Accountability Services

The advisory committee meets the 2nd Thursday of each month to discuss issues concerning the Granite School District office professionals.