



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.

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## Teresa's Tidbits

**Re-cal-cu-lat-ing** - *To calculate again, especially in order to eliminate errors or to incorporate additional factors or data.*

I recently read an article by Merge Gupta (professional speaker) where she talks about how a Global Positioning System (GPS) device in our vehicle can make us stop and recalculate where we are. If you have one of these devices, you know that if you make a wrong turn, this voice comes on the speaker and pretty much tells you, "You're going the wrong way!"

This same concept can be used in the workplace. Have you made a decision in your office that made you stop and recalculate that decision? Admittedly, I have had to, but that can be a good thing (although when I am up till all hours of the night trying to get a new direction, that's not always good). I find myself going over every conversation and every bit of information I can remember in order to reevaluate my decisions. Can you imagine going through life, not willing to make a decision on the off chance that it's the wrong decision? When we make wrong decisions, we have the opportunity to admit, evaluate, and take responsibility for the mistake. We can learn from our mistakes in order to make better decisions in the future. I have a little cup on my desk that is imprinted with "I didn't say it was your fault, I said I'd blame you!" It does make you chuckle, but when you think about it, human nature makes us hesitant to admit our mistakes. So how often does your "recalculating ..." kick in? Do you mentally kick yourself, or do you see it as a positive step and make the necessary changes to do better?

GAEOP was established in 1952, and I am sure if you ask those that have been around for a while, they will tell you that many things have changed over the years. As times change, and technology advances, so must the way we do things. I firmly believe that change is good. It gives us a much needed boost to tackle another day. I see great changes happening in GAEOP, which can only make us stronger office professionals.

Don't forget the UAEOP conference "Going the Extra Mile" in St. George, Utah. We will be honoring two of our own from Granite School District (see page 2). Mark your calendar, March 26<sup>th</sup> for our "Evening of Recognition" (see page 4). We will honor our Administrator and Office Professional of the Year, Student and GAEOP member scholarship recipients and the Granite Education Foundation (GEF) C.A.R.E recipients.

*Teresa Himmelberger  
GAEOP President Elect*

*"In any moment of decision, the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing."*

*~ Theodore Roosevelt*

## UAEOP Administrator and Office Professional of the Year

On March 15th, UAEOP will sponsor "Going the Extra Mile" in St. George, Utah. One of the events will be honoring the Administrator and Office Professional of the Year. This year's recipients come from Granite School District. Richard Welch, Director of Payroll was nominated by Teresa Himmelberger, Director Secretary. Richard has always had an open door policy for anyone that needs help understanding their pay. He has always been supportive of GAEOP, UAEOP and NAEOP and the additional educational opportunities they offer. He has been with Granite for 14 years, and is respected in many departments throughout the district. In Payroll, he has been given the title "World's Best Boss".



Jo Potter was nominated by Mitch Robison, Budget Director. She works in the Budget Office where her hard work and knowledgeable skills are highly appreciated. She is generous with her knowledge and time and is an outstanding role model. Jo demands excellence from herself and always goes above and beyond for everyone she works with.



**GOING THE EXTRA MILE**



**The National Association of Educational Office Professionals is coming to the Northwest!  
July 14-17, 2014**



Doubletree by Hilton Portland 1000 NE Multnomah Street Portland, Oregon 97232

<http://doubletree.hilton.com/en/dt/groups/personalized/R/RLLC-DT-NAE-20140711/index.jhtml>

**Save the Date**

**GAEOP  
Professional Development Day  
Wednesday, June 11, 2014**





**Nominations GAEOP Board  
2014-2015**

- Vice President – Kari Parry, Taylorsville High
- Secretary – Darla Williams Hunter Elementary
- Membership – Ashley Beesley, Staff Development
- Historian – Cindy McCleve, Curriculum
- Elementary East – Leanne Helbling, Crestview Elementary
- Elementary West – Stephanie Riggs, Diamond Ridge Elementary
- Senior High – Karen Bowden, West Lake Jr.
- Executive – Lori Waltman, Teaching and Learning

Please support these ladies and their willingness to serve.  
Election ballots will be sent out beginning March 3<sup>rd</sup>.

- You can find:**
- Our Mission Statement
  - GAEOP Executive Board 2013-14
  - Member Bylaws
  - Calendar of Events
  - Training handouts
  - Office Professional Handbook (Memorandum of Understanding)
  - PSP/GCOP Application
  - The LINK (past and present)
  - Photos of events (past and present)

*Welcome new Office Professional:*  
Jessica Lokeni – Granger High, Attendance Secretary

*Congratulations to our newest PSP/GCOP Recipients:*  
Breanna Lay – Transportation, Advanced III  
Kristine Ard – Granite Peaks, Advanced III  
Debra Dutson – Granite Peaks, Intermediate  
Judy Brooks – Granite Peaks, Entry

**Special Activities Form** Submitted by: Elaine Wright – Administrative Board Member

Special Activities Report forms – a necessary evil, but the bane of everyone’s existence☺. Special Activities Report (SAR) forms are generally used to pay for Stipends, Building Rentals, Failed-to-Fill, End of Year Security, and Citizenship Make-up. (Only Assistant Principals are paid on SAR forms for Citizenship; Teachers are paid on Time and Attendance.)

The following are common Special Activity Report mistakes, all of which delays payment to employees:

- Employee names are typed on the wrong form. (i.e. Certified employee put on a Classified form.) Administrator forms are **blue**, Certified forms are **green**, and Classified/Secretarial forms are **yellow**.
- Incorrect or incomplete budget numbers.
- Missing Principal/Supervisor signature(s). An Assistant Principal cannot sign as supervisor for his or her own pay. Two Administrator signatures are needed if the supervisor is also a payee. (Exception: Principals can sign for themselves for building rentals.)
- District Approval is required for all Special Activities.
  - ✓ **Failed to Fill** forms are sent directly to HR for District approval.
  - ✓ **Land Trust and Title I** budgets are sent directly to Mitch Nerdin in Resource Development for signature.
  - ✓ **Building Rentals** are sent directly to Planning and Boundaries for Bryce Holbrook’s signature.
  - ✓ **District Program #'s** are sent directly to the Director of the department over that program budget.
  - ✓ **School will Pay, End of Year Security, and Citizenship Make up** SAR forms are sent to the respective School Accountability Services Director.
- Many SAR forms require multiple signatures. All stipends over \$250 require an Assistant Superintendent’s signature, and Classified & Secretarial forms require HR approval in addition to the other signatures before the form is sent to Payroll for processing.

The chart showing Special Activity (and Mileage) budget numbers is found in the School Accountability Services Manual under Budget and Finance. If you don’t have access to the SAS Manual, ask your administrator to print it off for you.

**Our thoughts are with those that 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 Vickie Burrow [vlburrow@graniteschools.org](mailto:vlburrow@graniteschools.org), Teresa Himmelberger [tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org), or Elaine Wright [ewright@graniteschools.org](mailto:ewright@graniteschools.org)

Please join us  
at our GAEOP Evening  
of Recognition Dinner...



Hats off  
to You!!!

*Our Amazing  
Office Professionals!*

## WEDNESDAY • MARCH 26, 2014

5:00pm at the Jones Center Heritage Room • 382 East 3605 South

We want to thank you for all you do to help our schools run smoothly as we know you are asked to wear many "hats" during the day. Please join us for a wonderful dinner and great music . We will be presenting the Helen Metos and Winona Fullmer scholarships; the GEF Care Awards; and the Outstanding Administrator, Contract, and Hourly Office Professionals of the Year Awards.

Dinner includes: Herb roasted chicken, oven roasted potatoes, salad, vegetable, bread, drink and dessert for the great price of \$9.00 for members or \$10.00 for non-members.\*

\*If you have special dietary needs, please indicate below and call ext. 4535 to arrange for an alternative dinner.



Please check one:  regular meal  special meal needed

NAME: \_\_\_\_\_ CASH: \_\_\_\_\_

LOCATION: \_\_\_\_\_ CHECK: \_\_\_\_\_

• Please RSVP by returning the bottom of this completed form, along with a check (or cash) to Elaine Wright in School Accountability Services by March 19, 2014. •



# MARCH



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 2014-15 GAEOP Elections begin	4	5	6	7 Student Scholarship deadline	8
9	10	11	12 GAEOP Board Mtg. 4:15 pm	13 GAEOP Advisory 9:30 am	14 UAEOP Conference Elections deadline	15 UAEOP Conference
16 UAEOP Conference	17 St. Patrick's Day	18	19 RSVP due for Recognition Dinner	20	21	22
23	24	25	26 GAEOP Evening of Recognition Dinner 5:00pm Jones Center	27	28	29
30	31					

Upcoming Dates: Board of Ed, April 8<sup>th</sup> – Signing of the Office Professionals Proclamation...April 23<sup>rd</sup>, Administrative Professionals Day

## Recipe Corner: Easy office recipes

### ERINDY'S FABTASTIC SPINACH N' ARTICHOKE DIP (for those in need of dipping)

You will need:

- ½ cup butter (1 stick)
- 1 small onion, chopped
- 8 oz. cream cheese (1 package)
- ½ cup sour cream
- 1 cup shredded pepper jack cheese
- 1 cup shredded parmesan cheese
- 14 oz. can of artichoke hearts or bottoms, chopped
- 10 oz. chopped spinach, cooked (I usually just buy it frozen)
- Few dashes of Tabasco sauce (or other hot sauce of your liking) - Salt to taste

Set the oven to bake at 375°

Melt the butter over medium-low heat in a sauce pan, then add your onions. Let them sauté for about 5-8 minutes or until the onions are soft. Add cream cheese (it melts faster if you add it in chunks) and sour cream. Stir till smooth. Add ¾ cup of the pepper jack and ¾ cup of parmesan to the mixture, setting the rest aside. Stir till everything becomes melty goo, then add your artichokes and spinach. Once your dip is nice and stirred, toss in a few dashes of Tabasco sauce and salt to taste, whatever your preference. (taste the dip before salting it to get a good idea on just how much it needs. Some cheeses are saltier than others and don't need too much help.)

Grease a small glass baking dish (maybe 3 qt.) with cooking spray, and then pour the dip inside. Once the dip is evened out, sprinkle the remaining ¼ cup of pepper jack and parmesan cheeses over the top. Stick it in the oven and bake for 15-20 minutes or until the top is golden brown.

Serve with chips, crackers, bread, or something equally tasty. Enjoy!

(submitted by Erin Wright, Research and Assessment)

If you would like to share a recipe, contact Jan at [jerichardson@graniteschools.org](mailto:jerichardson@graniteschools.org)

## HAPPY BIRTHDAY GAEOP MEMBERS

### March

1	Jodi Halaeva	Sub Office
2	Brenda Dahle	Kearns Jr.
3	Cathy Gray	Bonneville Jr.
4	Ruth Brown	Granger High
6	Jill Rasmussen	Taylorville Elem.
8	Darla Williams	Hunter Elem.
10	Joni Garrett	Eisenhower Jr.
10	Mary Meyers	Spring Lane Elem.
12	Kristy Johnson	Hunter High
13	Donna Love	Silver Hills Elem.
17	Julie Sandoval	Olympus High
19	Lave Purcell	Bennion Jr.
20	Vickie Burrow	Eastwood Elem.
21	Kathy Goodfellow	Administration
21	Gloria Hernandez	Human Resources
22	Georgia Vallejos	Cyprus High
23	Karen Bowden	West Lake Jr.
24	Karen Charboneau	Food Services
24	Arlee Willits	School Accountability
31	Bonnie Smith	Evergreen Jr.



*Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."*

*- Margaret Mead*

## Cross Training - Submitted by: Colleen Lynch, Historian

Cross training within your school or department is all about efficiency. Many think (including me at times), that it is best to have job security so we find ourselves not wanting to share information or workload. Life's events happen when we least expect it. This is where the cross-training really comes into play, rather than have work back up and not get done.

Leigh Goessel posted these advantages for cross training:

1. **No Lapse in Tasks.** Business can continue as usual. If someone goes on vacation, sick leave, company business or has any other kind of absence, the workday is not interrupted.
  2. **Incentive and Motivation.** Cross training offers employees the opportunity to increase skills and open up more avenues for promotional prospects. ... For the employer, cross training has a possibility to heighten enthusiasm of staff which will stimulate energy.
  3. **Can Reduce or Eliminate Boredom.** When people become bored with doing the same thing day in, day out, days can become tedious.....this can alleviate or eliminate job monotony.
  4. **Deeper Understanding.** Gives employees a close up look at how the business runs from multiple perspectives. This often changes the dynamics in an employee's thinking, and as a result, they understand how important each job and the tasks processes associated with it, is to daily operations."
- ([Leadership Strategies](#), October 7, 2013, [www.insidebusiness360.com](http://www.insidebusiness360.com), "How Cross Training Promotes Productivity in the Workplace")

If we all cross train within our school or department, we will not only learn a new skill, but many of the major tasks can still be completed when we are away from the office.

## NETWORKING TIPS

- Smile. Offer a friendly greeting.
- Learn names. When you're introduced, repeat the person's name to brand it into your memory and create a connection.
- Ask questions. By asking people to talk about themselves this shows people that you're interested in learning about them.
- Pay attention. Be 100% in the moment. Make frequent eye contact with the speaker and demonstrate that you're paying attention to what he or she has to say.
- Compliment people. Don't be afraid of flattery. If you genuinely like someone's manner, clothes, or work style, there's nothing wrong with saying so. Just be honest and sincere.
- Dig deep. Season your introductory conversations with open-ended questions that require thoughtful answers instead of a simple yes or no.

(Taken from July 2013 NAEOP Conference newsletter)

## MONTHLY HAPPENINGS

Submitted by Marie Orton: Part time Board Member

### Brush up on your computer skills

Check out UEN.org and go to the Learning Express Library  
<http://www.learnatest.com/LEL/index.cfm/general/moreInfo/computerSkills>



It's the month of musicals and plays for our Secondary schools! Check out your local school to see what great productions they are putting on. What a great way to support our students. Here is a link to the district calendar to see what is going on in March.

<http://www.graniteschools.org/depart/superintendent/communications/Lists/GSD%20Events/calendar.aspx>



It's time for the March of Dimes to help improve the health of pregnant moms and their babies. There are three events you can register for. Check out the link for the upcoming dates!  
<http://www.marchofdimes.com/utah/events/events.html>

We would love to have you become a part of our team. Join GAEOP! \$15.00/yr. Contact Kari Parry, Membership Chair at: [kmparry@graniteschools.org](mailto:kmparry@graniteschools.org), or you can fill out the form below and send it to Kari Parry, Taylorsville High:

Name: \_\_\_\_\_

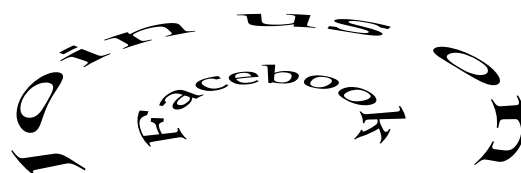
Location: \_\_\_\_\_

Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_

Employee ID # or SS#: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Payroll Deduct: \_\_\_\_\_  
(Make check payable to GAEOP)

Signature: \_\_\_\_\_



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



Next Article  
Deadline:

March  
25th

“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 editors via email:

[tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org)  
or  
[ctlynch@graniteschools.org](mailto:ctlynch@graniteschools.org)

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 25<sup>th</sup> of each month.

GAEOP is affiliated with:

**UAEOP**

Utah Association of  
Educational Office Professionals  
**NAEOP**

National Association of  
Educational Office Professionals

**GO TEAM**  
**Together**  
**Everyone**  
**Achieves**  
**More**



GRANITE SCHOOL DISTRICT  
2500 S. State Street  
Salt Lake City, UT 84115

## 2013-2014 GAEOP Board & Assignments

### **President, Vickie Burrow**

Eastwood Elementary  
385-646-4816  
[vlburrow@graniteschools.org](mailto:vlburrow@graniteschools.org)

### **President Elect, Teresa Himmelberger**

Payroll Office  
385-646-4311  
[tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org)

### **Vice President, Vacant**

### **Secretary, Jan Richardson**

Truman Elementary  
385-646-5044  
[jerichardson@graniteschools.org](mailto:jerichardson@graniteschools.org)

### **Treasurer, Kathryn Roos**

Granite Technical Institute  
385-646-4340  
[kgroos@graniteschools.org](mailto:kgroos@graniteschools.org)

### **Historian, Colleen Lynch**

Benefits Office  
385-646-4528  
[ctlynch@graniteschools.org](mailto:ctlynch@graniteschools.org)

### **Membership, Kari Parry**

Taylorville High  
385-646-6903  
[kmparry@graniteschools.org](mailto:kmparry@graniteschools.org)

### **PSP/GCOP, Gay Lynn Osness**

Bennion Jr. High  
385-646-5114  
[glosness@graniteschools.org](mailto:glosness@graniteschools.org)

### **Elementary Board Member – East**

**Leanne Helbling**  
Crestview Elementary  
385-646-4804  
[ldhelbling@graniteschools.org](mailto:ldhelbling@graniteschools.org)

### **Elementary Board Member – West**

**Stefanie Meier**  
Plymouth Elementary  
[sxmeier@graniteschools.org](mailto:sxmeier@graniteschools.org)

### **Junior High Board Member**

**Cristine Brimley**  
Churchill Jr. High  
385-646-5144  
[cbrimley@graniteschools.org](mailto:cbrimley@graniteschools.org)

### **Senior High Board Member**

**Betty Kresser**  
Cottonwood High  
385-646-5264  
[bpkresser@graniteschools.org](mailto:bpkresser@graniteschools.org)

### **Administrative Board Member**

**Elaine Wright**  
School Accountability Services  
385-646-4535  
[ewright@graniteschools.org](mailto:ewright@graniteschools.org)

### **Executive Board Member**

**Merilynn Boekweg**  
Business Administration  
385-646-4594  
[msboekweg@graniteschools.org](mailto:msboekweg@graniteschools.org)

### **Part Time Board Member**

**Marie Orton**  
Curriculum & Instruction  
385-646-6042  
[morton@graniteschools.org](mailto:morton@graniteschools.org)

## 2013-2014 Advisory Committee

Donnette McNeill-Waters – Director, Human Resources  
Verneita Hunt – Assoc. Director, Human Resources  
Jane Lindsay – Director, School Accountability Services  
Vickie Burrow – Eastwood Elementary  
Teresa Himmelberger – Payroll Office  
Danielle Kitchen – School Accountability Services  
Kari Parry – Taylorville High  
Gaylynn Osness – Bennion Jr.

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