



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



Inside:

- 2 Spotlight
Inservice Opportunities
- 3 Going the Extra Mile Recipient
Kudos Corner
Dates/Deadlines
- 4 Happy Birthday to You!
Tried & True Recipe
Tips & Tricks
- 5 May is...
June is...
2017-2018 Executive Board
Condolences
- 6 Retirements
25 Year Recipients
GCOP/PSP
- 7 Professional Development Day
- 8 PDD Service Project
- 9 2016-2017 GAEOP Board
2016-2017 Advisory Committee

Teresa's Tidbits



*Teresa Himmelberger
GAEOP President*

May has arrived and so has the end of another school year. I know you will be busy with report cards, end of year deadlines, registering, graduations and much more. Among those many tasks, let us not forget to take time to honor our mothers.

All of us are moms in one way or another. In your jobs, your responsibility is great, and you can take

solace in the fact that you may not be perfect, but you genuinely care about what happens to the children. Thank you for always watching out for the kids in our district! It is a big job and someone needs to do it. I applaud you for your constant caring.

Many have asked about online trainings available for certification. The GAEOP Executive Board worked on a list that has been approved by Patrick Flanagan, Associate Director, Human Resources. These Lynda.com online courses will be accepted for GCOP 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

I hope you will find this tool useful to help you in your certification endeavors.

One of the many things that GAEOP has the pleasure of doing is presenting scholarships to deserving students. We have two scholarships made possible by generous donors: the Metos Scholarship and the "Believe and Achieve" Scholarship.

Jennifer Justesen, Scholarship Chair, has done a fabulous job overseeing the scholarship process this year. We received five student applications. The scholarship committee, which included three administrators and two secretaries, evaluated and scored each applicant. The applicants were impressive and the scoring was close. We are pleased to announce that the Helen Metos Student Scholarship for \$400.00 is awarded to Diana Nyguen of Taylorsville High.

The "Believe and Achieve Scholarship is awarded to a student who shows promise and improvement. This \$200.00 scholarship is awarded to Aamir Mohammed, a student at Taylorsville High.

Jennifer Justesen and I had the opportunity to notify the winners at school in front of their classmates, teachers and families. They will be honored and receive their certificate and check at Professional Development Day on May 31.

GAEOP's last big event of the school year is the annual Professional Development Day. I love to see the creativity that comes with the theme each year. "Find the Superhero in YOU" is the theme for this next year, and we would love to see some fun superhero attire at PDD. If you have not registered yet and you can attend, just send me a quick email with your class selections and I will take care of you. We do not want anyone to miss out. Watch for an email to give you all the details you will need for the day.

I cannot express enough my appreciation for all you do every day. You truly are my superheroes!

See you all on May 31 for a spectacular day.

*Teresa Himmelberger, CEOE
GAEOP President*



"You're going to make a difference. Many times, it will not be huge; it will not be visible even. But it will matter just the same."

~ Commissioner James Gordon



Elementary Schools

submitted by Julianne Hamblin, Elementary West Representative



Virginia Glaittli, Beehive Elementary



I LOVE my JOB! I enjoy working with a GREAT community of parents and their students and the best teachers and staff around. I have been here for 19 years as a contracted Secretary. I started out as a playground aide, a substitute teacher, lunch clerk and was even the PTA President. I have been married to my wonderful husband Gene for 36 years. We have two daughters and one son-in-law. I have two grand dogs and four grand cats. I love watching football (GO Utes), crafting, gardening and just enjoying life with my family and friends.

Jamie Pease, Gearld Wright Elementary



I have worked for the district for 10 years, this July! I have worked in Human Resources, Benefits, Pleasant Green Elementary and now Wright Elementary. I love the people I get to work with each day. I love seeing the kids every day and watching them progress and grow. I am married to my high school sweetheart and we have two kids; our son is 14 and our daughter is two. I love going on summertime bike rides with my family and going to the drive in movie! My favorite movies are *Overboard* and *Father of the Bride*.

Sheyla Holt, West Valley Elementary



I have been with the district for 4 years. While I love many parts of my job, the best part is all the funny and amusing things that the kids say. My father's family is from Germany and my mother's side of the family is from all over the planet. I was born in Nicaragua but grew up in Brooklyn, so I consider myself a "mutt" since there are so many nationalities in my family. I have two amazing boys. I am a diehard Yankees fan and I love going back home to Brooklyn as much as I can. My husband and I plan our vacations according to races/runs - we both love doing 5Ks and running on the road. My most favorite thing to do is spend time with my family.



Inservice Opportunities

submitted by Darla Williams, 2017-2018 Inservice Committee Chair

We have some great inservice classes planned for the 2017-2018 school year. We know you are busy finishing the year and looking forward to the slower pace of summer, and maybe even a well-deserved break. These inservice classes will come during the busy weeks of back to school, but will be well worth the effort to attend. More information about these classes, including how to sign up, will be sent via email. If you have questions, please contact Darla Williams (dwilliams@graniteschools.org)

Discovery Training (Registrars)	Wednesday, August 2	9:00 – 11:00 am	C121, GEC
Discovery Training (Registrars)	Wednesday, August 2	1:00 – 3:00 pm	C121, GEC
Discovery Training (Elementary)	Thursday, August 3	9:30 – 11:30 am	C121, GEC
Discovery Training (Elementary)	Thursday, August 3	1:00 – 3:00 pm	C121, GEC
Discovery Training (New Users)	Friday, August 4	9:30 – 11:30 am	C121, GEC
Discovery Training (New Users)	Friday, August 4	1:00 – 3:00 pm	C121, GEC
Fiscal Policies	Friday, August 11	9:00 – 11:00 am	Auditorium A, GEC
Fiscal Policies	Friday, August 11	1:00 – 3:00 pm	Auditorium A, GEC
Discovery Training ("Look Only" Users)	Tuesday, September 19	9:30 – 11:30 am	C121, GEC
Discovery Training ("Look Only" Users)	Tuesday, September 19	1:00 – 3:00 pm	C121, GEC

May “Going the Extra Mile” Recipient

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

Kim Lovato, Skyline High School

Kim is an outstanding secretary. We feel fortunate to benefit from her awesome skills and fabulous attitude. She works as the principal’s secretary at Skyline High. Here is what some of her colleagues have to say about her.

“Kim treats everyone in the building and those that come into the building with a beautiful smile and a helpful attitude. I have never seen her upset. She definitely has been a positive force in our office.” – Katherine Robinson.

“Kim always has the best attitude, even when she has a million things on her plate, she will bend over backwards for you. She always has a smile and she is always willing to help and I have never seen her turn anyone away. Kim is a team player and on top of the ball. It is rare that I have asked her a question she couldn’t answer and when that has happened, she has always come back to me with the information I needed. Kim is great!” – Jody Lynn Tolley



(l-r) Jody Lynn Tolley, Heidi Williams, Lynda Tierney, Katherine Robinson, Kim Lovato, Doug Bingham

Kudos Corner:

submitted by Stacy Bushell, “Extra Mile” Committee Chair

These awesome office professionals were nominated for the Going the Extra Mile Award for May. We have loved hearing about the many ways our office professionals go the extra mile in their jobs this year. Do you know someone who goes above and beyond their job description? Consider nominating them for a Going the Extra Mile Award next year. Nominees are recognized in The Link newsletter, and each monthly winner also receives a \$25 gift card.

- Michelle Eastman – Olympus High
- Maren Erickson – Bonneville Jr.
- Madison Howell – Cottonwood High
- Cleo Reid – Robert Frost Elementary



Dates & Deadlines:

May 15, 2017	PSP Postmark Deadline
May 26, 2017	Last Day of 2016-2017 School Year
May 29, 2017	Memorial Day
May 31, 2017	GAEOP Professional Development Day, Cottonwood High School
June 7, 2017	GAEOP Executive Board Meeting
June 13, 2017	Granite Board of Education Meeting
July 11, 2017	Granite Board of Education Meeting
July 12-15, 2017	NAEOP Annual Conference & Institute, Greenville, SC
July 23, 2017	10.5 Month Secretaries Back to Work
August 1, 2017	10 Month Secretaries Back to Work
August 9, 2017	9.5 Month Secretaries Back to Work
August 15, 2017	9 Month Secretaries Back to Work
August 21, 2017	First Day of 2017-2018 School Year

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



Arlene Fors - May 2
Food Services

Patti Haws - May 4
Roosevelt Elementary

Diane Fowler - May 5
Matheson Jr. High

Monica Tovar - May 9
Cyprus High

Nicole Smauldon - May 10
Granger Elementary

Marie Graves - May 11
Orchard Elementary

Jessica Tomlin - May 13
Granger Elementary

Dawnette Dial - May 15
Granite Park Jr. High

Breanna Lay - May 16
Transportation

LaRene Carlson - May 17
Penn Elementary

Carla Dalton - May 17
Bates Foods

Cristine Brimley - May 21
Churchill Jr. High

Colleen Lynch - May 24
Benefits Office

Sally Breinholt - May 25
Granite Connection High

Sherri Duckworth - May 27
Cottonwood High

Cindy Kohler - May 27
Cottonwood High

Jesie Canning - May 29
Payroll Office

Liliana Arias - May 30
Granger High

Mayeli Ramos - May 31
West Valley Elementary

Traci Pritchett - June 1
Information Systems

Danielle Kitchen - June 2
School Accountability Services

Angie Pester - June 3
Jefferson Jr. High

Debbie Okelberry - June 4
Granger High

Marcia Cannon - June 9
Hillsdale Elementary

Sandra Riches - June 10
Resource Development

Aleshia Stutz - June 10
Armstrong Academy

Lora Willhard - June 10
Crestview Elementary

Stefanie Meier - June 12
Woodstock Elementary

Lindsay Fidler - June 14
Home & Hospital

Teresa Kehl - June 17
Granite Peaks

Lorraine Peterson - June 17
South Kearns Elementary

Andrea Petty - June 17
Granger High

Carla Park - June 19
Taylorville High

Sylvia Salazar - June 20
Special Education

Holly Dimond - June 24
Oakwood Elementary

Shannon Hardy - June 24
Taylorville Elementary

Kathy Roos - June 24
GTI

Sandra Brunson - June 25
Accounting

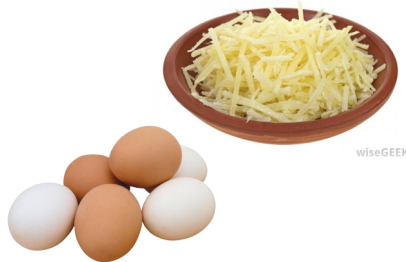
Samantha Basham - June 27
Granite Park Jr. High

Tried & True Recipe

Submitted by Danielle Kitchen, Executive Representative

Parmesan Quiche

- 4 eggs
- 1 c. sour cream
- 1 c. cottage cheese
- 2 c. shredded cheese, any kind
- ½ c. Parmesan Cheese
- 4 T. flour
- ¼ tsp. salt



Mix all ingredients well. Pour into greased glass pie dish. Bake at 350° for 30 minutes or until set. Sprinkle with Parmesan Cheese. Serve Warm.

Tips & Tricks

submitted by Sam Basham, Jr. High Representative

Keep a smile on your face and a positive attitude because May 26th is just around the corner.



May is...

American Stroke Month

- Someone has a stroke every 40 seconds in the U.S.
- Each year, about as many Americans have a stroke as a heart attack. 80% of strokes are preventable. High blood pressure is the most important controllable risk factor for stroke.
- One in three American adults has high blood pressure. About three in four people who have a first stroke, have blood pressure greater than 140/90 mm Hg.
- Stroke is largely treatable. The faster you are treated, the more likely you are to recover.

The American Stroke Association's *Together to End Stroke™* initiative, teaches the acronym **F.A.S.T.** to remember the most common signs of stroke. If you spot sudden **(F)ace** drooping, **(A)rm** weakness, or **(S)peech** difficulty, it's **(T)ime** to call 911.

How many more lives can be saved if everyone who knows how to spot a stroke, passes the knowledge on to others? Let's find out; starting with you.

This information is from www.strokeassociation.org



June is...

National Great Outdoors Month



June is a special time to celebrate America's Great Outdoors.

The State and National Parks of this country represent our natural heritage. North and south, east and west, they stretch from the edges of our

maps to the hearts of our cities, covering nearly one-third of this nation. This June, celebrate the natural wonder and outdoor spirit of America by getting outside during Great Outdoors Month®. Once you come outside, you'll never want to go back inside.

from www.greatoutdoorsmonth.org

2017-2018 GAEOP Executive Board

President

Teresa Himmelberger, Payroll Office

Vice President

Amy Torres, Kearns Jr.

Secretary

Lesla Campbell, Carpenter Shop

Treasurer

Colleen Hughes, Educational Technology

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Leesa Rij, Moss Elementary

Historian

Darla Williams, Communications

Administrative

Gayna Breeze, Planning & Boundaries

Executive

Danielle Kitchen, School Accountability

Elementary East

Deanne Hampson, Eastwood Elementary

Elementary West

Julianne Hamblin, Fox Hills Elementary

Junior High

Michelle Raymond, Kearns Jr.

Senior High

Stacy Bushell, Cottonwood High

Part Time

Jolene Chesnut, Hunter High



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 Lesa Campbell or Teresa Himmelberger.

Retirements:

Congratulations to the office professionals who retired (or will retire) during 2016-2017. Your service and dedication to the students and employees of Granite School District is greatly appreciated. We will miss your expertise, and wish you well in all future endeavors.

- Carol Allen – *Skyline High*
- Jolene Ellertson – *Educational Technology*
- Diana Lawrence – *Educational Equity*
- Minnie Lowe – *Career & Technical Education*
- Debra Martin – *Cyprus High*



25 Year Recipients:

The following secretaries are celebrating 25 years of service to Granite School District. They, along with several other employees, were honored at a banquet on April 19th.

- Laura Atkinson – *Granite Connection High*
- Mary Meyers – *Spring Lane Elementary*
- Marge' Weiss – *Special Education*



believe-toachieve.tumblr.com

GCOP/PSP:

Congratulations to the office professionals who earned their GCOP or PSP certificate this year.

Liliana Arias	<i>Granger High</i>	GCOP
JeriLynn Bliss	<i>Jackling Elementary</i>	Intermediate
Ruth Brown	<i>Granger High</i>	Entry
Jamie Christensen	<i>Human Resources</i>	Advanced I
Robyn Elmore	<i>Westbrook Elementary</i>	Bachelor's
Kelly Franz	<i>Cottonwood Elementary</i>	Bachelor's
Samantha Hope	<i>Gourley Elementary</i>	Bachelor's
Lindsay Koehler	<i>Accounting</i>	Bachelor's
Debra Larsen	<i>Oakwood Elementary</i>	GCOP
Susan Law	<i>Elk Run Elementary</i>	Advanced I
Karen Manning	<i>Skyline High</i>	Entry
Tiffany Robison	<i>Olympus High</i>	Bachelor's
Kathy Roos	<i>GTI</i>	Advanced I
Sylvia Salazar	<i>Special Education</i>	Intermediate
Tiarra Stout	<i>Human Resources</i>	Bachelor's
Jana Varney	<i>Taylorville High</i>	Intermediate

These office professionals have renewed or upgraded their professional certificates this year. Congratulations!

Karen Bowden	<i>West Lake STEM</i>	GCOP
Julienne Christensen	<i>Valley Jr.</i>	Advanced II
Teresa Evans	<i>Cottonwood High</i>	Advanced I
Kelly Fowler	<i>GTI</i>	GCOP
Teresa Himmelberger	<i>Payroll</i>	Advanced III, CEOE
Julye Jex	<i>CTE</i>	GCOP
Diana Lawrence	<i>Educational Equity</i>	Bachelor's
Leisl Leystra	<i>Bennion Elementary</i>	GCOP
Linda Liebmann	<i>Jones Center</i>	GCOP
Colleen Lynch	<i>Human Resources</i>	GCOP
Mary Meyers	<i>Spring Lane Elementary</i>	Advanced III, CEOE
Jolene Nelson	<i>Cyprus High</i>	Entry
Kim Ogden	<i>Olympus High</i>	Bachelor's
GayLynn Osness	<i>Bennion Jr.</i>	GCOP
Andrea Petty	<i>Granger High</i>	Advanced II
Joanne Potter	<i>Budget Office</i>	CEOE
Oliana Pulou	<i>Academy Park Elementary</i>	Bachelor's
Linda Quinn	<i>Wasatch Jr.</i>	Bachelor's
Sandra Riches	<i>Resource Development</i>	GCOP
Susan Seals	<i>Twin Peaks Elementary</i>	Bachelor's
GayLawn Starnes	<i>Human Resources</i>	Advanced I
Marge' Weiss	<i>Special Education</i>	Intermediate
Erin Winkler	<i>Kearns High</i>	GCOP

To learn more about the GCOP/PSP programs visit our website at GAEOP.weebly.com.

Find the Superhero in YOU...
Leap into

- Acceptance
- Compassion
- Tolerance
- Integrity
- Optimism
- Nurture



GAEOP Professional Development Day

Wednesday, May 31st, 2017

7:00 am to 4:00 pm

Cottonwood High School

5715 So. 1300 East - Murray, Utah

“Find the Superhero in YOU”

Presented by Patrick Flanagan and Jo Crawley

Granite Human Resources

This day is for ALL office professionals, contract or part-time. Hourly secretaries/clerks who attend will receive pay for 6 hours. 9-month contract secretaries will have a trade day.

Lunch will be

Chicken and steak shishkabobs, salad, dessert and drink





GAEOP
PROFESSIONAL DEVELOPMENT DAY
 May 31, 2017 at Cottonwood High School
 Donations collected 7:00-8:00 a.m.



We are thrilled to be supporting loving, caring, adoption-ready pets by collecting donations for the Humane Society of Utah! The items below are listed on their website as being needed by the pets, staff and Veterinarians. Pick up some of these items and bring them to the meeting or donate with cash or a check!

Top 5 Wish List Items

- Kitten Milk Replacement (KMR)
- Puppy Milk Replacement (Esbilac)
- Dry Dog & Dry Puppy Food
- Dry Cat & Dry Kitten Food
- Cat Litter (clumping or non-clumping)



Shelter Supplies

- Fleece Blankets & Towels (Used or New)
- Cat and Dog Toys
- Cat and Dog Treats
- K-9 Advantix 4-10 lbs.
- K-9 Advantix 11-20 lbs.
- Canned Dog and Cat Food
- Newspaper
- Disinfectant Wipes
- Paper Towels
- Bleach
- Trash Bags (Kitchen & Liner Trash Bags)
- Sponges
- Anti-Bacterial Dish Soap



Small Animal Supplies
 (Rats, Mice, Gerbils,

Guinea Pigs, Rabbits and Birds)

- Care Fresh Small Animal Bedding (No Cedar Chips Please)
- Cage Cleaner
- Small Animal Cage Houses
- Small Food and Water Dishes
- Timothy Hay
- Misc. Animal Food (Gerbil, Rabbit, Guinea Pig, Hamster and Rat)



Activity Supplies

- Clickers
- KONGS of All Shapes and Sizes
- Interactive Dog Toys
- Small-bite Soft Training Treats (Biljacs, Canine Carryouts or Blue Buffalo Bits)
- 8 inch Rolled or Compressed Rawhide Sticks
- Treat Pouches
- Poop Bags
- New Flat Collars
- 6 ft. Leashes
- No-Pull Harnesses of All Sizes
- Head Halters of All Sizes (Gentle Leader or Halti)
- Air Horns
- Feliway (for Cats) – Spray & Wall Plug-ins
- Comfort Zone (for Dogs) – Spray & Wall Plug-ins
- String & Pole Type Cat Toys
- Cardboard Scratching Boards – All Sizes
- Scratching Posts & Cat Trees – All Sizes
- Cat Nip
- Feeder Balls / Treat Dispensing Toys



Medical/Veterinary Supplies

- Digital Ear Thermometers
- Latex Gloves (Large, Medium & Small)
- Q-Tips
- Rubbing Alcohol
- Band Aids (All Sizes)
- Distilled Water
- Medical Tape



Office Supplies

- Ink Pens (Blue / Black)
- Duct Tape
- Tape
- Batteries (AAA, AA and 9 Volt)
- Copier Paper
- Scissors
- Staplers
- Highlighters
- Sharpies (All Colors)
- Paper Clips
- Rubber Bands



Miscellaneous Needs

- First-Aid Supplies
- Tylenol, Ibuprofen or Aspirin
- Fire Safe File



Foster Care Supplies

- Kitten Milk Replacement (KMR)
- Puppy Milk Replacement (Esbilac)

Get a Smith's Community Rewards card and donate to the Humane Society of Utah when you buy groceries!
<https://www.utahhumane.org/smithsrewards>



The Humane Society of Utah's Memorial Plaza is a tribute to the four-legged and human loved ones who have touched our lives. Click here for detailed information:
<https://www.utahhumane.org/donate/memorial-bricks>.



Sign up for the Amazon Smile program with the Humane Society of Utah as your benefitting charity.

Amazon.com

Wish List for the Humane Society of Utah:
<https://www.amazon.com/gp/registry/wishlist/2A017XFC70D3L/>

eBay.com

Wish List for the Humane Society of Utah:
http://www.ebay.com/cfn/humane_society_of_utah

Next Article
Deadline:
July
15th

“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

Don Adams - Assistant Superintendent, Support Services

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.