



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 National Association of Educational Office Professionals



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Teresa's Tidbits

GAEOP President's Message



Are you ready to start living a happier, empowered, and more satisfying life? In the book by Jonathan Wells, "Advanced Life Skills," he writes about ten things you can do to achieve a better life.

Now, I know we hear these things all the time, but we can always be reminded to take a step back, breathe, and reevaluate occasionally.

1~ Think Gratitude. This will shift your focus in a positive direction. Be grateful for what you have.

2~ Choose Happiness. The first step to having a happy life is to take responsibility for our own happiness.

3~ View Obstacles as Challenges, not Problems. The word problem makes it seem like we need to fix something, but if we view it as a challenge, then it motivates us to be resourceful in meeting the challenge and turn it to a positive outcome.

4~ See Life as an Exciting Adventure. When we go on vacation, we are excited and full of anticipation of what lies ahead. This is the perfect approach to take on each day.

5~ Live in the Moment. Making time to enjoy life's simple pleasures can help restore balance and harmony in your life.

6~ Program your Mind for a Positive Day. When you wake up in the morning take a few minutes to think of a few positive thoughts about your day. Continue the positivity throughout the day.

7~ Learn to Quiet your Mind. We live in a time of sensory overload. Sometimes you need to unplug your mind and practice the art of not thinking.

8~ Practice Making Wise Decisions. Part of your decision making depends on the consequences. The quality of your life always reflects the quality of your decisions.

9~ Master your Emotional Vocabulary. Your words become your world.

10~ Take Time to Know Yourself. The better you know yourself, the better your relationship with the world.

Mother's Day is fast approaching. The meaning of being a mother is virtually endless. According to the World Wide Web, "A mother is a protector, disciplinarian and friend. She is a selfless, loving human who must sacrifice many of their wants and needs for the wants and needs of their children."

As an office professional in a school district we often take on these same roles. Whatever role you play to children, thank you for all you give to provide love, help, comfort, food, clothing, etc. Let's face it, without our moms we wouldn't be here.

"Make Your Own Music" is the theme for this year's GAEOP Professional Development Day, which will be held at Taylorsville High on May 31.

If you did not get a chance to register and find you are able to attend, please send me a quick email and I will get the registration information to you. We do not want you to miss out on this fabulous day.

As this school year comes to a close, I want to thank you for being our *Superheros* every day! You are such an important part of keeping the schools/departments running smoothly.

*Teresa Himmelberger, CEOE
GAEOP President*

*Mothers
hold their
children's hands
for a while,
but their hearts
forever.*



Administrative Professionals Week

Granite School District Proclamation

Whereas, administrative professionals play an essential role in coordinating the office operations of businesses, non-profits, government, educational institutions, and other organizations; and

Whereas, the work of administrative professionals requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities; and

Whereas, administrative professionals week serves as a time to salute the valuable contributions of administrative professionals in the workplace; recognizing the singular importance of their work in accomplishing the mission and vision of their place of work;

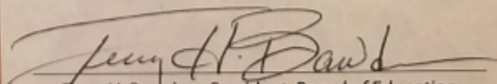
NOW, THEREFORE,

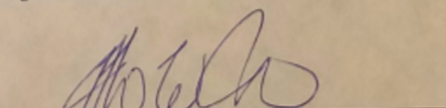
**do we, as members of the Granite School District
Board of Education,
proclaim April 23-29, 2018
to be**

Administrative Professionals Week

**in Granite School District, and ask that all
district management and employees join in recognizing
these outstanding administrative professionals,
especially on Wednesday April 25, 2018.**

**Signed this
10th day of April 2018**


Terry H. Bawden, President, Board of Education


Dr. Martin W. Bates, Superintendent

May "Going the Extra Mile" Recipient

submitted by Stacy Bushell, "Going the Extra Mile" Chair

Kim Wolfenbarger, Eastwood Elementary



(l-r) Deanne Hampson, Kim Wolfenbarger, Naomi Hopf

We are pleased to recognize Kim Wolfenbarger as this month's Going the Extra Mile Award winner. Here's what Deanne Hampson had to say in her nomination letter.

Kim is one awesome secretary/person! She helps with everything in the office and school and is incredibly knowledgeable with all the audio visual equipment and stage set up, which is a huge help to me as my job doesn't allow me the time to take care of this. She is great with the students and helps them when they are sick and loves giving the tooth necklaces when they lose a tooth. We recently had an issue with a student on field trip. Kim handled this situation with such professionalism. Going the extra mile to contact the transportation company to get information. The parent didn't even realize the extra steps she took to make sure his health needs were taken care of. The school is so lucky to have Kim here to help all run smoothly. She really makes our office shine!"

An email requesting nominations is sent out at the beginning of each month. The email includes a link to a Google form to fill out the nomination. 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. Some examples may include; providing the highest quality of service, contributing to a positive work place, providing a professional quality of work, being a team player, demonstrating initiative and treating others with warmth, courtesy and respect. If you have any questions or would like to nominate someone, please contact Stacy Bushell at Cottonwood High School or by email at sbushell@graniteschools.org.



Dates & Deadlines:

May 1, 2018	GSD Board Meeting, 7 pm
May 15, 2018	PSP Filing Deadline (NAEOP)
May 25, 2018	Last Day of School
May 31, 2018	GAEOP Professional Development Day Taylorsville High
June 6, 2018	GAEOP 2018-2019 Executive Board Mtg
June 12, 2018	GSD Board Meeting, 7 pm
July 16-20, 2018	NAEOP Annual Conference, Bloomington, MN

Kudos Corner

submitted by Stacy Bushell, "Going the Extra Mile" Chair

The following people were nominated for the "Going the Extra Mile" award this month. We have so many dedicated and hard working people in our district. It is a pleasure to work amongst all of you. Thank you for the many ways you go the extra mile every day.

Claudia Edvalson	Hunter High
Judy Godoy	Kennedy Jr. High
Debbie Larsen	Oakwood Elementary
Kim Lovato	Skyline High
Cindy McCleve	Matheson Jr. High
Suzu Peterson	Matheson Jr. High
Teri Richman	Hunter High
Ann Shields	Matheson Jr. High
Linda Stevenson	Olympus High

**Every job
is a self-portrait of the
person who does it.
Autograph your work
with Excellence.**

~Author Unknown



Tips & Tricks

submitted by Danielle Kitchen, Executive Representative



Did you know that the Granite School District Educational Technology department has an excellent resource? The TIP (Technology Integration Progress) Cards were designed to be a quick desk reference. They provide instructions and tips for classroom technology tools and digital learning resources. Although the cards are designed to be used by teachers, some of the information is helpful for all employees. Some examples of topics are Basic Computer Skills, Presentation Tools and Communication Tools. Several of the main topics have additional subtopics, too. You can access the entire set of cards, as well as additional resources at edtech.fun. If you are looking for help with a specific resource or problem, you can also use the "Search this website" box in the right sidebar.

Tried & True Recipe

Submitted by Leesa Rij, Membership

Broccoli Salad

- 3 lb. broccoli or large fresh bag from Costco
- 1 medium red onion
- 1 bag (12 oz.) raisin's
- 1 bag (5 oz.) slivered almonds
- 4-6 slices of cooked crispy bacon, chopped up



Dressing

- 1/2 c. mayonnaise
- 1/3 c. white sugar
- 3 Tbsp. red wine vinegar

Directions

Mix the mayo, sugar, and red wine vinegar together and let sit.

Cut broccoli into bite-size pieces; rinse.

Chop the red onion.

In a large bowl, combine all of the salad ingredients, then pour dressing over the mixture and stir. Let sit for about an hour before serving.

2018-2019 GAEOP Executive Board

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Teresa Himmelberger, Payroll Office

Vice President

Julianne Hamblin, Fox Hills Elementary

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Kathy Woodruff, Jefferson Jr. High

Treasurer

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Diana Pennington, Support Services

Administrative

Gayna Breeze, Planning & Boundaries

Elementary East

Leanne Helbling, Crestview Elementary

Elementary West

Leisl Leystra, Bennion Elementary

Junior High

Michelle Raymond, Kearns Jr.

Senior High

Laura Purrington, Kearns High

Part Time

open

**Never be afraid
to try something new,
because life gets boring
when you stay
within the limits
of what you already know.**

~Unknown

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 18th.

- Debra Dutson, *Granite Peaks*
- Nina Lemon, *Taylorville High*
- Jana Varney, *Taylorville High*
- Elaine Wright, *School Accountability*



*I'm Gonna Make
The Rest of My Life
The Best of My Life.*

~Unknown

Retirements:

Congratulations to the office professionals who retired (or will retire) during 2017-2018. 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.

- Judy Brooks, *Granite Peaks*
- Helene Byington, *YESS*
- Tami Clark, *Special Services*
- Claudia Edvalson, *Hunter High*
- Kathy Ellis, *Human Resources*
- Kelly Fowler, *GTI*
- Karen Harrison, *Granite Peaks*
- Diane Metzler, *Stansbury Elementary*
- Camille Payne, *Food Services*
- Karen Phillips, *Communications*
- Teri Richman, *Hunter High*
- Julianne Sandoval, *Olympus High*
- Marsha Smith, *School Accountability*
- Elaine Wright, *School Accountability*



*Our thoughts are with
those that 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
Lesa Campbell or
Teresa Himmelberger.*



84th NAEOP Annual Conference



July 16-20, 2018

Institute: July 16-17, 2018

Annual Conference: July 17-20, 2018

Check out naeop.org under the Events tab for registration forms and all the details of the NAEOP Annual Conference in Bloomington, MN.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



Diane Fowler - May 5
Matheson Jr. High

Camille Payne - May 6
Bates Foods

Sandra Dorius - May 9
Morningside Elementary

Monica Tovar - May 9
Cyprus High

Nicole Smauldon - May 10
Granger Elementary

Jessica Tomlin - May 13
Granger Elementary

Dawnette Dial - May 15
Granite Park Jr. High

Dustie McDonald - May 15
Wright Elementary

LaRene Carlson - May 17
Penn Elementary

Carla Dalton - May 17
Bates Foods

Colleen Lynch - May 24
Benefits Office

Sally Breinholt - May 25
Granite Connection High

Sherri Duckworth - May 27
Cottonwood High

Jesie Canning - May 29
Payroll Office

Liliana Arias - May 30
Granger High

Traci Pritchett - June 1
Information Systems

Danielle Kitchen - June 2
School Accountability Services

Julene Maddocks - June 2
Preschool Services

Dayna Hunter - June 3
Accounting

Angie Pester - June 3
Jefferson Jr. High

Ramona Smith - June 7
Bonneville Jr. 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

Michelle Eastman - June 14
Olympus High

Teresa Kehl - June 17
Granite Peaks

Lorraine Leni - June 17
South Kearns Elementary

Andrea Petty - June 17
Granger High

Carla Park - June 19
Taylorville High

Jacki Peercy - June 20
Jefferson Jr. High

Shannon Hardy - June 24
Taylorville Elementary

Kathy Roos - June 24
GTI

Sandra Brunson - June 25
Accounting

Samantha Basham - June 27
Granite Park Jr. High



Inservice Opportunities

submitted by Darla Williams, Inservice Committee Chair

Do you ever find yourself saying, "I wish I knew more about..." or "Why doesn't someone teach us about...?" Now is your chance to speak up and share those ideas. Each year GAEOP organizes 30 hours of inservice trainings for office professionals in the district. We want to provide trainings that will be beneficial to you, help with your job, and provide credit toward your GCOP or PSP certifications. If you have suggestions for classes you would like to see offered next year please contact:

Michelle Raymond, mraymond@graniteschools.org, or Darla Williams, djwilliams@graniteschools.org.

Ideas for a Satisfying Summer

submitted by Julianne Hamblin, Elementary West Representative

- Read a book (different genre than your usual.)
- Take a walk with someone you care about.
- Share a favorite book with a friend.
- Go for a hike or walk in the mountains.
- Organize or declutter one room in your home.
- Start a mindfulness practice.
- Be a *Tourist for a Day* in your home town.
- Write a letter (the handwritten kind.)
- Take a class on Lynda.com (free through public library.)
- Try a new recipe.
- Identify one way you can increase your job performance. Practice it regularly.
- Go on a picnic.



GAEOP Professional Development Day

Thursday, May 31, 2018

7:00 am to 4:00 pm

Taylorsville High School

5225 South Redwood Road (1700 West) Taylorsville, Utah

“Your Worth Starts With Attitude”

Presented by Sam Glenn



This day is for ALL office professionals, contract or part-time. 9-month contract secretaries will have a trade day.

Lunch will be:

Pulled Pork/Roll, Salad, Potatoes, Drink and Dessert

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY



Professional Development Day Classes

Creating Culturally Relevant Environments

Charlene Lui and Michelle Love-Day

Participants will explore ways to create a culturally safe space for students to learn. Office staff are charged with welcoming all students and families, but oftentimes leave out cultural elements that can enhance students' view of others and the relevance to everyone having a culture. Participants will be encouraged to celebrate and integrate culture in all that they do within the office and school.

Healthy Living

Krista Numbers—Simplify Supper

Come and learn about the importance of family meal time with solutions on how to simplify meal planning and cooking.

Is Your Customer Service Up to PAR (Professional, Accurate, Responsive)?

Wendy Heslink, CEOE—Immediate Past President, NAEOP

We may not work at Amazon, but we, as educational office professionals, do provide customer service every single day. What is good customer service for the school office? What does it mean to you, as the educational office professional? Why is it important to be professional, accurate and responsive to your customers? What image are you portraying to your customers in your office? During this workshop we will address these questions and discuss the importance of teamwork and shared direction in a school office in order to get and keep your customer service up to PAR.

Making Moves to Manage Stress

Briana King ACSM CEP, GBS Wellness Strategist

This presentation covers understanding what stress is, physiological responses to stress, stress management techniques, and daily office space workouts.

Office Organization

*Ervin Alvord, Office Depot
Reed Milne, Deflecto*

Your Office Depot representative will be covering "Ergonomic survival in the Workplace." Learn why you should be proactive and how to increase your quality of life. Then we will go over the Office Depot website to learn how to utilize it more efficiently and help save time. Deflecto's manufacturer representative will be showing a variety of products and different ways to help organize your work area.

Seeing Past the Paperwork: McKinney-Vento and Homelessness

Shannalee Otanez—Homeless Liaison

In this class we will discuss the McKinney-Vento services and policies as well as provide context for the lives and experiences of families and children experiencing homelessness. Colleagues who attend this workshop will gain a better understanding of how to effectively work with this vulnerable population and ways in which we can collaborate to best serve our displaced students.

Stone Soup: Granite Education Foundation's Secret Recipe

Brent Severe, Director—Granite Education Foundation

'Children need to come to school ready to learn so they can leave to earn.' But how can they learn when they are hungry, not properly clothed, or suffering from a myriad of insecurities? Discover why Granite Education Foundation is among the nation's top 15 education foundations. Learn of the programs and initiatives they have in their "Soup Pot" to benefit you and your school. Encounter the importance of community coming together in sharing their 'ingredients' to make an impressive pot of *Stone Soup*. Realize how Granite Education Foundation is being a proactive advocate in rallying support to share *recipe* essentials to help ALL Granite student achieve academic success. A fun engaging presentation you don't want to miss!

Who You Gonna Call?

Ben Horsley, Communications Director, Granite School District

This class will cover the different levels of safety protocol that are in place for our schools. The differences between them, and strategies for handling each different situation and informing your community in a calm and informative manner.

Work Sessions—Secondary, Elementary

*Jared Gardner, Purchasing Director
Chris Lewis, Accounting Director
Brian Ipson, Assistant Director, Accounting
Charlotte Bacon, Accounting*

This is your opportunity to network with other office professionals on policy and procedures. We will talk about fundraiser policy, account numbers and budgets, and the bidding process of services for the district. If time allows, we will talk about other matters as well.

GAEOP PROFESSIONAL DEVELOPMENT DAY

May 31, 2018 Taylorsville High

Service Project: McKinney-Vento Program

Donations collected 7:00 – 8:00 AM

The GAEOP service project for our PD event will benefit our very own McKinney-Vento Program. Did you know that...

- Granite School District has approximately 1,300 students who are experiencing homelessness at this moment.
- Many high school students are considered “unaccompanied minors” and have often been kicked out of their homes for various reasons. These students are often living with friends and occasionally other family members. Many of these students are expected to pay rent or contribute financially in some way.
- Many of our McKinney-Vento families have working parents, but their wages cannot cover rent for most available apartments.
- Many families find themselves displaced due to eviction notices as a result of mold, bed bugs, or allowing people to stay in their homes who are not on the lease (grandparents, aunts, uncles, etc.).
- McKinney-Vento families live in shelters, homes of family members or friends, they may also live in hotels, cars, or tents. Sometimes they live in homes that are deemed unsuitable. These situations include homes without heat or power.
- Many of our students do not know where they will stay from night to night.

Thank you, in advance, for your help in serving the homeless community within our district. The McKinney-Vento program has two major needs for which we will be collecting: Food Items and Hygiene Kits.



FOOD ITEMS

Often times, parents call for help because they don't have enough food to get through the week. We are collecting food items to send with students to help feed their families. Because of their living situations, items must be lightweight, non-perishable and, if applicable, microwavable. Please don't send canned food or food that would require a stove. Here are some suggestions:

- Cup of Noodles
- Easy Mac and Cheese Cups
- Campbell's Soups on the Go
- Chef Boyardee Ravioli Microwavable Bowls
- Instant Oatmeal Cups
- Crackers or Pretzels
- Fruit Snacks/Fruit Leathers
- Fruit Cups
- Granola/Protein Bars
- Low sodium beef jerky
- Trail Mix/Nut Packs
- Raisins/Craisins
- Go Go Squeeze
- Fruit Juice, i.e. Juice Boxes or CapriSun
- Boxed Yoo Hoo
- Chocolate Drinks
- Protein Shakes
- Rice Crispy Treats
- Snack Pack Puddings
- Pop Tarts
- Nutella On the Go Packs
- Starfish Tuna Lunch Kits

HYGIENE KIT ITEMS

These kits are given to the students at the beginning of the school year, and then again, as needed, throughout the year. There is a particular need for girls' feminine hygiene items. With these kits, as often as available, the program likes to give students reading books. You are welcome to bring the kits already assembled in gallon Ziploc bags, or a la carte.

- Toothbrush
- Toothpaste
- Soap
- Shampoo (travel size)
- Conditioner (travel size)
- Comb
- Brush
- Lotion
- Deodorant
- Chapstick
- Nail Clippers
- Facial Soap
- Individual Tissues
- Feminine Hygiene Products
- Gallon Ziploc Bags

Books: Books for all ages would be appreciated—fun books they can read when they are bored, not “school” books.



GAEOP - Granite Association of
Educational Office Professionals



"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:

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
NAEOP

National Association of
Educational Office Professionals



Visit Our Website

www.gaeop.weebly.com

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2017-2018 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Ben Horsley - Communications
- Patrick Flanagan - Human Resources
- Donnette McNeill-Waters - Human Resources
- Jon Adams - School Accountability
- Marijean Woolf - Talent Development
- Mark Ellermeier - Eisenhower Jr. High School
- Teresa Himmelberger - GAEOP President; Payroll Office
- Amy Torres - GAEOP Vice President, Kearns Jr. High School
- Lesa Campbell - GAEOP Secretary, Carpenter Shop
- Gayna Breeze - GAEOP Administrative Representative, Planning & Boundaries
- Leesa Rij - GAEOP Membership Chair, Moss Elementary
- Julianne Hamblin - Elementary West Representative, Fox Hills Elementary

The advisory committee meets several times a year to discuss issues concerning the Granite School District office professionals.