



## 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

Mothers ~ there are all kinds. They do not have to be a birth mother, but *a woman who has an open heart and is able to care for and nurture children in such a way that they feel safe, secure and loved and allows them space to grow into a human being....* among the most important ones are those that take care of the children in the schools. On May 10<sup>th</sup>, we celebrate Mothers. What an important part we play, not only in the lives of children, but others as well. From putting an ice pack on a bump or a band aid on a scrape. Sometimes it can be very overwhelming, but the joy that comes is so rewarding. Give a hug to that special **MOTHER** in your life and tell her how much you appreciate all she does.

*For all you do, you do with love.  
You are so special, a gift from above.  
And with all my heart, I want to say  
I LOVE YOU MOM, Happy Mother's Day!*

As we wind down to the end of the school year, there is one final GAEOP event of this school year, the annual GAEOP Professional Development day. This year it will be held at Olympus High. The staff at Olympus has been great to work with and the GAEOP Professional Development Day Committee has planned a spectacular, fun filled and very educational day. Mark your calendar for June 10<sup>th</sup>. you won't want to miss out on your chance to *walk the "RED CARPET"* ~ *bling is not required* :)

Registration ended on April 30<sup>th</sup>, but if you find your schedule opened up, we would love for you to attend, so registration will be open through May 6<sup>th</sup>. This day is for all office professionals, contract and part time. See page 4 for registration information. Auto renewal or new GAEOP membership is also being offered as part of the registration process. This will help us track membership more accurately. A one-time \$15.00 deduction will be processed on the August 15<sup>th</sup> or September 15<sup>th</sup> paycheck. Also, GAEOP will be conducting a clothing drive during Professional Development Day. See page 3 for more information about how you can help with this project.

In next month's issue of "The LINK" you will find a list of all the things you can look forward to on June 10<sup>th</sup>. I hope to see you all there.

Enjoy the final weeks of school!

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

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In the Spotlight

# Churchill Jr. High Office Professionals

Submitted by: Cris Brimley, Junior High Board Member

**Cris Brimley** has worked at Churchill Jr. High for almost 25 years. She started in the Carpenter Shop and worked there for one year before going to Churchill. She enjoys everyone she works with, they have a lot of fun and laughs! She enjoys spending time with friends and family, making crafts, surfing Pinterest, working in her yard and anything that has to do with organization.

**Shawna Cluff** has worked at Churchill for 5 years. She is the financial secretary. She loves working with everyone at Churchill Junior High. Cris is so glad to have her at Churchill, such a HUGE help. Shawna says she's been very lucky in working at schools where she has always enjoyed those she works with. She has 1 daughter who is a sophomore at Olympus High School.

**Debbie Despain** has been the Registrar at Churchill for 20 years and enjoys the daily interaction with the students. She loves to cross stitch and garden. She loves her dog and she has two children who are 13 years apart.

**Shirlee Carroll** is the attendance tracker and has been at Churchill for 12 years. She loves spending time with her husband and 2 kids. She loves the outdoors, sports, music, reading, math (cuckoo) and working at Churchill. You will never find a bigger Barry Manilow fan than Shirlee! She is the ultimate Fanilow.

**Consuela Reynoso** has worked at Churchill for almost 2 years as the Comprehensive Guidance Clerk and she really enjoys working with all the awesome people at Churchill. In her spare time, she enjoys scrapbooking.

## Dates & Deadlines:

May 5, 2015	GSD Board Meeting
May 10, 2015	Mother's Day
May 13, 2015	GAEOP Board Meeting
May 14, 2015	Advisory Meeting
May 19, 2015	GSD Board Study Session
May 15, 2015	PSP Deadline
May 20, 2015	LINK Articles Due
May 25, 2015	Memorial Day
June 10, 2015	GAEOP Professional Development Day Olympus High School
July 22-25, 2015	NAEOP 81 <sup>st</sup> Annual Conference & Institute Buffalo, New York



Kudos to the following office professionals that have been recognized as a "Customer Service Star" in the Granite School District Employee Link newsletter.

- Amy Torres, Kearns Jr. High**
- Shawna Cluff, Churchill Jr. High**
- Cris Brimley, Churchill Jr. High**
- Deb Despain, Churchill Jr. High**
- Shirlee Carroll, Churchill Jr. High**
- Consuela Reynoso, Churchill Jr. High**

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](mailto:dfkitchen@graniteschools.org)



*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.*

## Embracing Change

submitted by Leanne Helbling, Elementary East Board Member

# The Lost Dr. Seuss Poem



### I Love My Job!

I love my job. I love the pay!  
I love it more and more each day.  
I love my boss, he is the best!  
I love his boss and all the rest.

I love my office and its location. I hate to have to go on vacation.  
I love my furniture, drab and grey, and piles of paper that grow each day!  
I think my job is really swell, there's nothing else I love so well.  
I love to work among my peers, I love their leers and jeers and sneers.  
I love my computer and its software; I hug it often though it won't care.  
I love each program and every file, I'd love them more if they worked a while.

I'm happy to be here. I am. I am.  
I'm the happiest slave of the Firm, I am.  
I love this work. I love these chores.  
I love the meetings with deadly bores.  
I love my job - I'll say it again - I even love those friendly men.  
Those friendly men who've come today, in clean white coats to take me away!!!!

I love this poem from Dr. Seuss, I do love my job and the wonderful staff I work with, but there are those days that I feel like those friendly men in clean white coats can come and take me away!

I was asked to write on "Change". How do you embrace change in your office? Do you resist change or are you one of those who will work to develop new ways for your office or school to run smoother? I have worked in Granite School District for 23 years and have worked with six Principals during that time. Each Principal has their own ideas and feelings on how the school should operate...so I have seen change. I am one that chooses to accept change, even though it can be difficult.

In our occupation we are constantly dealing with change. Our job description changes day to day with new computer programs to learn, new forms to fill out, new responsibilities, new Principals, new teachers, and new students enrolling in your schools. We are surrounded by change! So, I hope you will embrace these changes with an open heart, it may keep those friendly men in the clean whites coats away.

## Make a Difference by SPRING CLEANING

As you start cleaning out those closets, please fill a bag with your gently used work wear to bring to Professional Development Day on June 10<sup>th</sup>. We are holding a clothing drive to benefit women who are returning to work or are entering the workforce for the first time. Please help a woman in need have her "red carpet moment" as she makes this transition. For more information about this organization check out [https://www.jlslc.org/?nd=p\\_women\\_helping\\_women](https://www.jlslc.org/?nd=p_women_helping_women)



# Lights, Camera, Action.... Starring YOU!



## GAEOP Professional Development Day

*Come walk the red carpet*

Wednesday, June 10th, 2015

7:00 am - 4:00 pm

Olympus High School

4055 South 2300 East

Holladay, Utah



**Keynote Speaker**  
**Author Kimberly Giles**

***"Choosing Clarity"***

Kim is a certified life coach, giving principle-based advice for more than seven years. She has appeared on both national and local TV and radio as an advice guru, and has appeared on Good Morning Utah, Good Things Utah, The Daily Dish, KSL News, The Browser and the Doug Wright Show giving advice.

Lunch will include Chicken/Pork Barbacoa salad with all the fixings, chips and salsa, drink and dessert

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

Take Control of Your Future



Please click on the hyperlink below that will take you to the registration form to fill out. If it takes you to a page where you need to sign in, here is how you do that ~ Your Granite email ~ [username@granitesd.org](mailto:username@granitesd.org), and your regular password that you use for your email. Have fun!

<http://goo.gl/forms/fLbvchTYd9>

## Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

**Arlene Fors - May 2**  
*Food Services*

**Patti Haws - May 4**  
*Roosevelt Elem.*

**Diane Fowler - May 5**  
*Bonneville Jr. High*

**Merilynn Boekweg - May 6**  
*Business Administration*

**Breanna Lay - May 16**  
*Transportation*

**LaRene Carlson - May 17**  
*Penn Elementary*

**Cristine Brimley - May 21**  
*Churchill Jr. High*

**Colleen Lynch - May 24**  
*Benefits*

**Sally Breinholt - May 25**  
*Granite Connection High*

**Sherri Duckworth - May 27**  
*Cottonwood High*



**Jesie Canning - May 29**  
*Payroll*

## Spring Cleaning Your Office



A clean office makes for a clear head, but who has time to organize? Setting up an organizational system and sticking to it allows you to work smarter while you work harder. It also gives the impression that you're on top of things when patrons visit your school. In an article written by Emilie Sennebogen she suggests these five tips to get you started.

- **File As You Go** One of the biggest office offenders is piles of paper -- on your desk, on your shelves, and eventually on your floor. It's easy to get busy and start stacking papers to file for later, but before you know it, you have a task that's too big to tackle. The key is to process papers as you go. Set up a system of trays or file folders that are clearly labeled and make it a habit to use them. The same goes for your computer desktop.
- **Clean Your Electronics** Hey you, with the food spattered monitor and keyboard full of crumbs. We know that you eat at your desk so you can work through lunch. And it certainly impresses your boss, but your co-workers are probably snickering about the week-old stroganoff stains. Fortunately, it's a simple fix. Head to your local office supply store, pick up some wipes that are specifically made for electronics, and make it a point to wipe down your keyboard and monitor daily. Not only will it keep dust and debris from gumming up your computer, but it also helps keep germs at bay.
- **Declutter Your Desk** If you're like many people, your desk probably acts as the kitchen table for your office. It's the place where everything gets dropped, and pretty soon you have to dig to get to your computer. A clean desk will guarantee more productivity, but you're already so busy trying to be productive, who has time to stop and clean? The key is to schedule it daily, and treat it like it's a meeting you can't miss. It helps if you minimize the trinkets and picture frames and only keep work essentials on, in and around your desk.
- **Assign a Place for Everything** The key to making cleaning your office easy is to put everything in its rightful place. So, this means that you need to assign a place for everything and label it clearly so you can find it in a pinch. Once you get in a habit of putting things away, decluttering becomes a quick task that's second nature. This also means not filling up every single inch of storage. New items will come into play and need a place to live, so keep a few empty shelves or drawers to make room for the new.
- **Get Rid of Junk** The magnet business cards, the colorful array of cheap pens, the coffee cups, the calendars -- all freebies that you just couldn't say no to. Now, they're strewn all over your desk. It may seem like stuff that's useful, but really it's just stuff that clutters up your space and makes you feel guilty for throwing it away. We know it's hard to resist free swag, but learn to just say "no."

## Recipe Corner

Nothing is better than remembering a dear friend when you come across a recipe they shared with you. This month our thoughts are of **Vickie Burrow**, former Director's Secretary at the Granite Education Foundation, Vickie was always up for a good celebration and Cinco de Mayo was no exception. This stew could be made ahead of time and warmed-up for a satisfying meal. Add some chips and salsa and/or guacamole and you'll have everyone cheering "Ole!". I'm sure you'll agree with me that we all still love and miss Vickie.

### Mexican Chicken Stew

1 TBL. olive oil  
 ½ c. green onion, chopped  
 1 lb. chicken, cubed  
 14 oz. chicken broth  
 4 oz. green chilies, chopped  
 1 ½ tsp. oregano  
 1 tsp. chili powder  
 ½ tsp. salt  
 1 ½ tsp. cumin  
 15 oz. red kidney beans, rinsed and drained  
 16 oz. can corn, drained

Sauté onion in oil; add chicken and brown. Add all other ingredients in a large pot and bring to boil. Simmer for 10 minutes, then add chicken and onion mixture. Simmer for an additional 10 minutes. Sprinkle cheese and sour cream on top and serve.





“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**

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We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 20<sup>th</sup> of each month.

GAEOP is affiliated with:  
**UAEOP**

Utah Association of  
Educational Office Professionals  
**NAEOP**

National Association of  
Educational Office Professionals

TOGETHER WE CAN.....



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