

THE Link

May/June 2016

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

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

On May 8th, we celebrate Mothers. What an important part they play, not only in the lives of children, but others as well. There are all kinds.... among the most important ones are those that take care of the children, faculty and parents in the school or office. I'm sure you will agree that you feel like you are the mother of your location, from putting an ice pack on a bump or a band aid on a scrape, or scheduling meetings, events etc. Give a hug to that special MOTHER in your life and tell her how much you appreciate all she does.



GAEOP is gearing up for the big event of this school year, the annual GAEOP Professional Development Day, at Granger High. Come "**Surf the WAVE**" with a fun filled LUAU Extravaganza. Mark your calendar for June 2nd. You won't want to miss out on this great opportunity of learning. This day is for all office professionals, contract and part time. Those who attend will receive 7 hours of in-service credit upon completion of the day. Auto renewal or new GAEOP membership is also being offered as part of the registration process. A one-time \$15.00 deduction will be processed on the August 15th or September 15th paycheck.

GAEOP will also be helping Granite Education Foundation with their mobile pantry and clothing drive during Professional Development Day. See page 5 for more information about how you can help with this service project. I look forward to seeing you all there. Thank you from the bottom of my heart for all your support of GAEOP and the things we provide.

Inside:

- 2 Spotlight
25 Year Recipients
Retirements
- 3 Going the Extra Mile Recipient
Dates & Deadlines
Condolences
- 4 PDD Information
- 5 GAEOP & GEF Service Project
- 6 2016-2017 GAEOP Board
May is...
June is...
- 7 Tips & Tricks
Happy Birthday to You...
- 8 Recipe
Letter from the Editor
- 9 2015-2016 GAEOP Board
2015-2016 Advisory Committee

Teresa Himmelberger, GCOP
GAEOP President



"Take Control of Your Future"



In the
Spotlight

School Secretaries

submitted by Stephanie Rees, Elementary West Board Member

Lorraine Peterson-Salea, Principal's Secretary, South Kearns Elementary



Lorraine is the new secretary at South Kearns Elementary. She is married with 4 kids, Samantha, Liam, Baeus, and Amron. She has worked as an administrative assistant for over 10 years in the corporate world. In her spare time she likes couponing, reading, listening to island music and hanging out with her kids. She is a major BYU fan (her alma mater) and loves to cheer on her kids when they play sports. Something new she has learned since working at South Kearns, "ice is the new band aid."

Jessica Tomlin, Principal's Secretary, Plymouth Elementary



Jessica is the Principal's Secretary at Plymouth Elementary. She started in this position at the beginning of February and she says it has been a whirlwind of experiences already. There is so much to learn, but she enjoys working with all the staff and students. Prior to being the secretary at Plymouth, she worked in Preschool Services as an Assistant Preschool Teacher at Pleasant Green Elementary. She loved every moment spent in the classroom and is so grateful for the friendships she gained while in that position. She is the mother of a beautifully blended his and mine family, which allows her to have 4 wonderful children to love. All 4 of her children are elementary age and are very active in sports and competitive dance which keeps her extremely busy! In her spare time (which she doesn't often come by), she enjoys reading, working in her yard and spending all the time she can with family and friends camping, hunting, and shooting bows.

Lindy Watts, Principal's Secretary, Hillside Elementary



Lindy Watts is the Principal's Secretary at Hillside Elementary. She has been with the district for a year, transferring from Granite Peaks. This is her first time working in an elementary and she is learning quite a bit. She has three children and spends most of her time running them around to their activities and catering to their needs. :) Lindy enjoys spending time with her family, being outside in the sunshine, gardening, decorating and crafting when time permits.

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 20th.

- Tami Clark, Special Education
- Cathy Farnsworth, Support Services
- Jaquelin Hales, Oakridge Elementary
- Carla Park, Taylorsville High

Bon Voyage

By the end of the school year, the following secretaries have or will be retiring from Granite School District. We wish them well.

- | | |
|---------------------|--------------------|
| Kathy Arishita | Elizabeth Peterson |
| Kathleen Cartwright | Paula Pietramali |
| Kathi Delli | Cathy Shurtz |
| Betty Kresser | Marilyn Strong |
| Kris Lemon | Dixie Swiatocha |
| Sharlene Mageras | Barbara Tegge |
| Phyllis Mangum | Anita Williams |
| Caryn Martin | |



May "Going the Extra Mile" Recipient

submitted by Amy Torres, Junior High Representative

Rafael Torres
Financial Secretary, Granite Park Jr. High School



Here is what Aaron Wilson, Assistant Principal at Granite Park Jr. High, had to say about Rafael:

"Rafael Torres not only excels as an amazing bookkeeper, but he also shares his many other talents with our staff. He uses his artistic skills to design student hoodies, our school currency, helps maintain our school website and more. He is an advocate for families at Granite Park. One memory comes to mind when he was helping a family make restitution for something their son had taken from another student and lost. Rafael helped the family find the best deal to replace the item--saving them over fifty dollars. Rafael is an amazing person--the consummate professional. He is most deserving of this acknowledgement."

Pictured l-r; Danny Stirland, Principal; Rafael Torres, Bookkeeper; Aaron Wilson, Assistant Principal.

Dates & Deadlines:

May 3, 2016	GSD Board Meeting - 7:00 pm
May 4, 2016	GAEOP Board Meeting - 4:15 pm
May 8, 2016	Mother's Day
May 20, 2016	Link Articles Due - June/July Issue
May 27, 2016	Last Day of School
May 30, 2016	Memorial Day
June 2, 2016	GAEOP Professional Development Day, Granger High School
June 14, 2016	GAEOP Board Meeting - 1:00 pm
June 14, 2016	GSD Board Meeting - 7:00 pm
July 13-16, 2016	NAEOP 82 nd Annual Conference & Institute, St. Louis, Missouri



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 Teresa Himmelberger or Darla Williams.





Surf the Wave to a Positively Charged Life

GAEOP Professional Development Day

Thursday, June 2nd, 2016

7:00 am to 4:00 pm

Granger High School

3580 So. 3600 West

West Valley City

Keynote Speaker

Wendy Heslink, CEOE - NAEOP President-Elect

Wendy has served on the NAEOP Executive Board since 2009 in several capacities; Northeast Area Director, PSP Committee Chairman, Vice President and President-Elect. She has traveled across the country giving presentations and workshops for educational office professionals on various topics. She works as the Secretary to the Superintendent/District Clerk for Fredonia Central School in New York State.

This day is for ALL office professionals, contract or part time. Hourly secretaries/clerks who attend will receive paid time for 7 hours.

9 month contract secretaries will have a trade day.

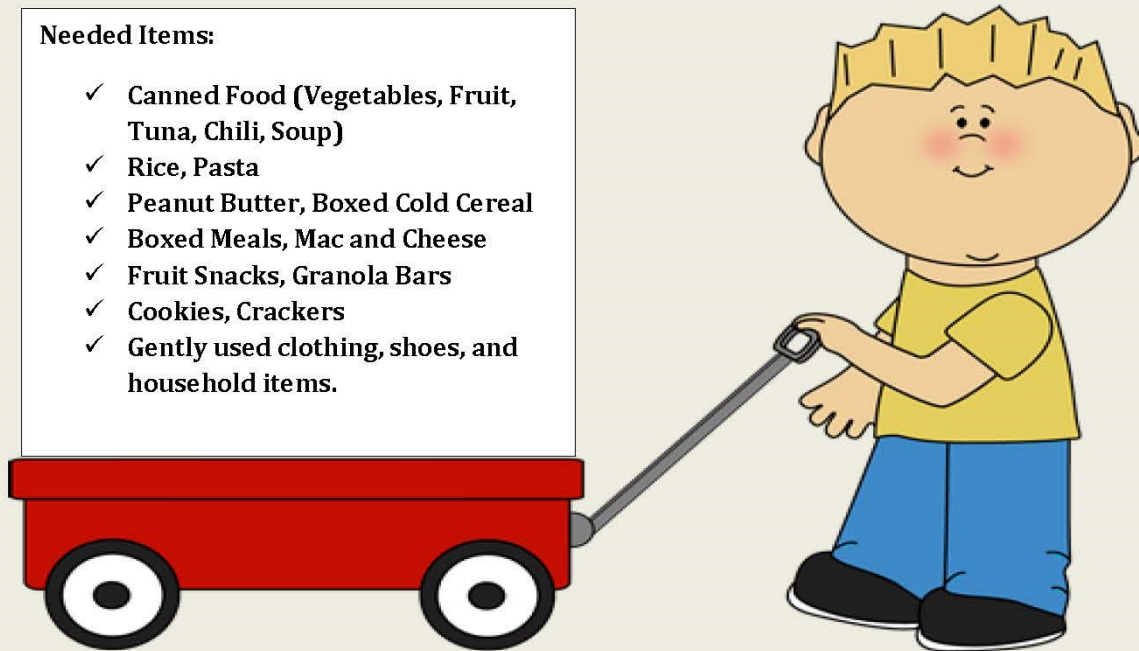
Lunch will be a Hawaiian Buffet -
(kahlua pork, teriyaki chicken, steamed rice,
fresh fruit, citrus salad, roll, potato or
macaroni salad, with guava cake)



GAEOP and GRANITE EDUCATION FOUNDATION FOOD and CLOTHING DRIVE

Needed Items:

- ✓ Canned Food (Vegetables, Fruit, Tuna, Chili, Soup)
- ✓ Rice, Pasta
- ✓ Peanut Butter, Boxed Cold Cereal
- ✓ Boxed Meals, Mac and Cheese
- ✓ Fruit Snacks, Granola Bars
- ✓ Cookies, Crackers
- ✓ Gently used clothing, shoes, and household items.



**Please help Granite Education Foundation stock the
Mobile and Stationary Food Pantry shelves and
TAG's Thrift with gently used clothing!
Bring items to the GAEOP Professional Development Day
on Thursday, June 2, 2016, at Granger High School.**



**Bring a grocery bag of food items
or 10 lbs. of used clothing and
you will be entered to win a
new La-Z-Boy recliner!
(Donated by GEF)**

2016-2017 GAEOP Executive Board

President

Teresa Himmelberger, Payroll Office

Vice President

Amy Torres, Kearns Jr.

Secretary

Lesa Campbell, Carpenter Shop

Treasurer

Kathy Roos, GTI

Membership

Leesa Rij, Moss Elementary

Historian

Darla Williams, Communications

Administrative

Jennifer Justesen, Safety & Compliance

Executive

Danielle Kitchen, School Accountability

Elementary East

Deanne Hampson, Eastwood Elementary

Elementary West

Julianne Hamblin, Fox Hills Elementary

Junior High

Sam Basham, Granite Park Jr.

Senior High

Stacy Bushell, Cottonwood High

Part Time

Stephanie Matsamas, Sandburg Elementary

May and June are...

May is National BBQ Month...

Outdoor cooking remains more popular than ever, with seventy percent of Americans revealing that they prefer cooking out over eating out to save money, according to poll released by the Hearth, Patio & Barbecue Association (HPBA). In fact, consumers claimed that a cookout at home is more fun and relaxing than dining out, while also beneficial for avoiding travel, dress codes and crowds.



“Outdoor cooking is a very popular pastime that unites friends and family with great tasting food that’s easy and affordable,” said Leslie Wheeler, HPBA Director of Communications. “Whether it’s a weekday family meal on the grill or a weekend barbecue, outdoor cooking can make preparing the meal just as easy and relaxing as enjoying the delicious food with others.”

In fact, 64 percent of adults say a barbecue is a better way to spend quality-time with their friends or relatives and 36 percent associated barbecues with family tradition. The sights, smells and social value of outdoor cooking are not alone; the food itself has a central role. Forty-three percent of respondents described outdoor cooking as a “sure route to a delicious meal.” That’s why this National Barbecue Month in May, there’s no better way to celebrate than taking it outdoors and kicking off the summer season with a community cookout. And if you like being outdoors then May and June are great months for you.

June is National Great Outdoors Month...



Some people can’t get enough time outdoors, surrounded by nature’s gifts and being refreshed by a world of green. Others need a little more nudging to get outside, and if there was ever a time to be encouraged to open up that door, it’s the month of June.

That nudging starts at the very top with President Obama proclaiming June as Great Outdoors Month, along with almost every state governor. The Presidential Proclamation urges all Americans to spend time in the great outdoors and to uphold our nation’s legacy of conserving our lands for future generations.

The Proclamation goes on to talk about the numerous opportunities for families and friends to explore, play, and grow together from hiking and wildlife watching to canoeing, hunting, fishing and playing in the neighborhood park, all activities that can help kids stay healthy, active and energized.

Great Outdoors Week started in 1998 and expanded to Great Outdoors Month in 2004. It aims to encourage more people to get out and enjoy the world around them, whether that be simply by exercising or taking part in volunteer programs. There is so much the great outdoors has to offer so, this Great Outdoors Month, why not get out there and enjoy it!

Surf the Wave
TO A

Positively Charged
LIFE!



Tips & Tricks

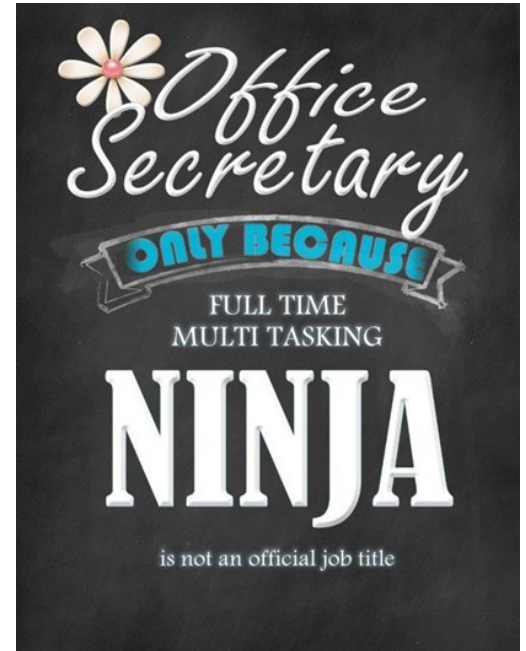
submitted by Karen Bowden, Senior High Board Member

Successful Tips of the Trade

Granite School District is home to the world's best and most amazing secretaries who do their job successfully every day. Many have found ways to keep sane and happy while in a stressful environment.

When asked, "What two things do you do to make your job easier?," four of our outstanding secretaries, Diane Peterson, Michelle Foster, Pamela Hopper, and Karen Phillips, replied with the following ways. Several are duplicated, but well worth repeating:

- ◆ Have a positive attitude.
- ◆ Smiling everyday – even if I don't feel like it.
- ◆ Breathe when things get overwhelming and think of something happy.
- ◆ Do the most stressful item first – everyday.
- ◆ Actually scheduling time with the principal to do payroll.
- ◆ Keep a good/happy attitude and a smile on my face.
- ◆ Clear my desk before I leave so I can start fresh the next morning.
- ◆ Think positive!



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

Dianne Johnson - May 8
West Valley Elementary

Monica Tovar - May 9
Cyprus High

Nicole Smauldon - May 10
Granger Elementary

Dawnette Dial - May 15
Granite Park Jr. High

LaRene Carlson - May 17
Penn Elementary

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

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

Julie Cowley - June 7
Skyline High

Marcia Cannon - June 9
Hillsdale Elementary

Sandra Riches - June 10
Resource Development

Aleshia Stutz - June 10
Armstrong Academy

Stefanie Meier - June 12
Woodstock Elementary

Michelle Eastman - June 14
Olympus High

Teresa Kehl - June 17
Granite Peaks / Granger High

Andrea Petty - June 17
Granger High

Carla Park - June 19
Taylorsville High

Jacki Peercy - June 20
Jefferson Jr. High

Dixie Swiatocha - June 22
Hunter Jr. High

Shannon Hardy - June 24
Taylorsville Elementary

Kathy Roos - June 24
GTI

Samantha Basham - June 27
Granite Park Jr. High



Chef John's Pasta Primavera

Submitted by Cindy McCleve, Historian

Pasta primavera is quite a straightforward recipe; spaghetti or fettuccine tossed with an array of fresh spring vegetables. When done right, this is one of the year's great seasonal recipes. This looks, smells, and tastes like a cool, sunny spring day.

Ingredients:

1 bunch fresh basil	1 bunch green onions, chopped
3 cups chicken broth, divided	2 jalapeno peppers, seeded and diced
1/2 cup olive oil	2 pinches salt
2 cloves garlic	2 zucchinis, diced
1 pound fettuccine pasta	1 cup chopped sugar snap peas
2 tablespoons olive oil	1/2 cup shelled English peas
1 large leek, white and light green parts only, chopped	1 bunch asparagus, stalks diced, tips left whole
	1/2 cup grated Parmesan cheese, or as needed



- Fill a large pot with lightly salted water and bring to a rolling boil. Hold basil bunch by the stems and dip basil leaves in boiling water until bright green, about 2 seconds. Immediately immerse basil in ice water for several minutes until cold to stop the cooking process. Once the basil is cold, drain well. Remove basil leaves from stems and discard stems.
- Blend basil leaves, 1 cup chicken broth, 1/2 cup olive oil, and garlic together in a blender until smooth.
- Stir fettuccine into the same pot of boiling water, bring back to a boil, and cook pasta over medium heat until cooked through but still firm to the bite, about 8 minutes. Drain.
- Heat remaining 2 tablespoons olive oil in a large saucepan over medium heat. Cook and stir leek and green onion in hot oil until softened, about 5 minutes. Add jalapeno and salt; cook and stir until jalapeno is soft, about 5 minutes.
- Increase heat to medium-high. Stir 2 cups chicken broth, zucchini, sugar snap peas, and English peas into jalapeno mixture; bring to a simmer and cook for 5 minutes. Add asparagus and continue cooking until asparagus is soft, about 3 minutes more.
- Pour 1/4 cup basil-garlic mixture into zucchini mixture and cook and stir until heated through, about 1 minute. Remove from heat.
- Place pasta in a large bowl; pour zucchini mixture over pasta and pour remaining basil-garlic mixture over the zucchini mixture. Spread Parmesan cheese over the top. Toss mixture briefly to combine and tightly wrap bowl with aluminum foil. Let stand until pasta and vegetables soak up most of the juices and oil, about 5 minutes. Toss again.

Letter from the Editor

Submitted by Danielle Kitchen, Link Editor



I have enjoyed being the Link editor the past couple of years. It has provided me with a creative outlet that I don't get to use in my position very often. Julianne Hamblin, the Principal's Secretary at Fox Hills Elementary, will be the new editor of the Link. I'm sure Julianne will bring new ideas with her and take the Link to the next level. This is your newsletter, if you have suggestions or ideas of what you want to see in your newsletter, please let Julianne know.

As editor of the Link, my primary goal was to provide a newsletter that recognized you, the office professionals in Granite School District. I also wanted the newsletter to have information that is useful to you in your job. I realize that none of you have time to read every inch of the newsletter, but I hope that you allowed yourself a few minutes each month to peruse the information and found something that benefited you.

The following is my favorite quote. I have this pinned to the board on my desk.

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." ~ Maya Angelou

As an office professional, most of the time you are the face of the office and how you make people feel is the most important work you do each day. Thank you for all you do for the students, staff and patrons of Granite School District.

Next Article
Deadline:
TBD

"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

**Take
Control of
Your Future**



LIKE US ON

facebook

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

Visit Our Website

www.gaeop.weebly.com

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

2015-2016 GAEOP Board Members

President

Teresa Himmelberger
Payroll Office
385-646-4311
tdhimmelberger@graniteschools.org

Vice President

Kari Parry
Taylorsville High
385-646-6903
kmparry@graniteschools.org

Secretary

Darla Williams
Hunter Elementary
385-646-4876
djwilliams@graniteschools.org

Treasurer

Kathy Roos
Granite Technical Institute
385-646-4389
kgroos@graniteschools.org

Historian

Cindy McCleve
Matheson Jr. High
385-646-5290
ccmcleve@graniteschools.org

Membership

Traci Pritchett
Information Systems
385-646-4101
tpritchett@graniteschools.org

Elementary Board Member – East

Leanne Helbling
Crestview Elementary
385-646-4804
ldhelbling@graniteschools.org

Elementary Board Member – West

Stephanie Rees
Diamond Ridge Elementary
385-646-4858
srees@graniteschools.org

Junior High Board Member

Amy Torres
Kearns Jr. High
385-646-3501
antorres@graniteschools.org

Senior High Board Member

Karen Bowden
West Lake Jr. High
385-646-5254
kobowden@graniteschools.org

Administrative Board Member

Diana Pennington
Support Services
385-646-4597
dpennington@graniteschools.org

Executive Board Member

Carol Berlin
Teaching & Learning
385-646-4513
clberlin@graniteschools.org

Part Time Board Member

Mary Duersch
Taylorsville High School
385-646-6912
mduersch@graniteschools.org

2015-2016 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Donnette McNeill-Waters - Human Resources
Verneita Hunt - Human Resources
Gail Howe - School Accountability Services
Ben Horsley - Communications
Emme Liddell - Taylorsville High School
Doug Wagstaff - Hunter Jr. 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
Leanne Helbling - Crestview Elementary School
Diana Pennington - Support Services
Carol Berlin - Teaching & Learning Services

The advisory committee meets the 4th Thursday of each month to discuss issues concerning the Granite School District office professionals.