

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

This month we honor "*Mothers*". Rick Larsen, principal of Rich High School, has a very powerful message about mothers. He wrote a book titled "Mother, Are You Out There?" In this book he shares stories about his life growing up, the death of his adoptive mother at age 15, and the life challenges he encountered. I encourage you to read this book. It will give you a greater appreciation for *mothers* and the sacrifices women make for children.

Rick is also a co-author of a book titled "Earning An 'A' With Kids". This book shares the Ten A's of building strong relationships with kids. Some, if not all, can also be applied to our work relationships. They are:

1. *Acceptance – Accept them with no judgment*
2. *Acknowledgement – Show interest*
3. *Acclaim – Praise and applaud accomplishments*
4. *Action – Spend time with them*
5. *Approval – Deeper level of acceptance*
6. *Appraisal – See true potential*
7. *Achievement – Create opportunities to achieve and succeed*
8. *Accessibility – Be available to talk*
9. *Appreciation – Walk in their shoes*
10. *Allegiance – Always be in their corner*

Sometimes applying these consistently can be tough, but if we do, it will help build empowering and motivating relationships with those we encounter each day. What an important part we play, not only in the lives of children, but others as well. Sometimes it can be very overwhelming, but the joy that comes is so rewarding. Hold on to the precious moments you have with those you love.

*"To the world you are only one person, but to one person you are the world" ~ unknown*

I hope you have registered for the annual Professional Development Day, to be held on June 11<sup>th</sup>. Details of the day are located on the next page. Kari and her committee have planned a great day. We hope to see you there!

*Teresa Himmelberger  
GAEOP President Elect*

*"A mother's love cannot be replicated or replaced. It is an endless, all-enduring bond that exists between a mother and her child."*

*~ Rick Larsen*

**GAEOP Annual Professional Development Day**



Another year of school is almost complete. But don't forget....we have one last event to finish it off. June 11<sup>th</sup> is the annual GAEOP Professional Development Day!

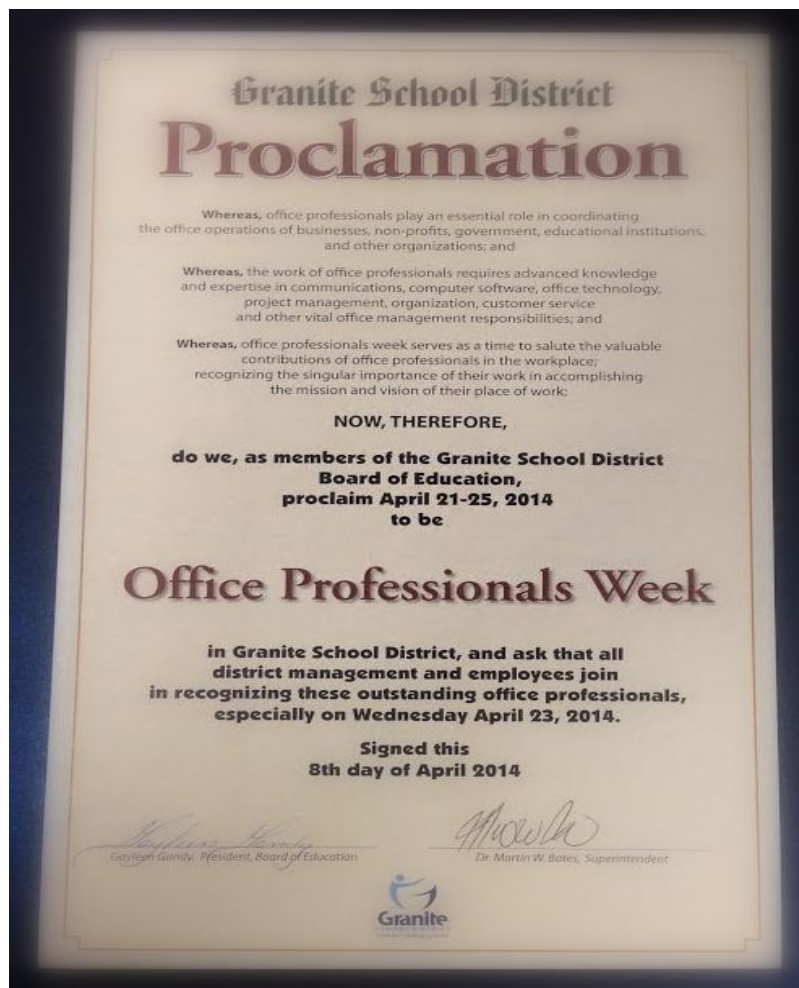
Pre-registration will begin at **7:00 am** along with a continental breakfast hosted by Granite Credit Union. This year we will be collecting items for the **Ronald McDonald House** (details on page 3). Drop off your donations between 7:00-8:00 am at the table located in the 5-story roundabout. Parking for the day is available on the northwest side of the Granite Education Center - 2500 South State Street.

The month of June is our membership drive. If you pay your GAEOP dues during PDD registration or lunch, you will receive a ticket for a drawing. GAEOP membership dues are \$15.00 for the year. You can pay your dues with payroll deduction (that will come out in August or September), cash, or check. The first two people that sign up as a **new** member of GAEOP will receive a special "Welcome to GAEOP" gift.

We will have several baskets this year. For every candy purchase of a \$1.00 (1 ticket) or \$ 5.00 (6 tickets) you will receive a chance to win a basket of your choice. *The baskets this year include the following: GAEOP "SAIL ON" basket, Bed, Bath & Beyond basket, Macy's basket, 3-signed Al Rounds prints, and an NIMA Day Spa Gift Certificate, just to name a few.* We also have our 50/50 drawing where half of the money donated goes toward the Winona Fullmer Office Professional Scholarship fund and the other half goes to the lucky ticket holder. In addition to all this, you will have a chance to visit different "Ports" for a chance at a prize. We have great classes lined up with plenty of information to use in your workplace. See you there!

*Together we can.....SAIL ON!*

GAEOP Professional Development Day Committee



Proclamation was read and signed at the Board of Education meeting April 8, 2014. "Thank You" Office Professionals for all you do for the Granite School District



**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>

Go to [gaeop.weebly.com](http://gaeop.weebly.com) under NAEOP Conference 2014 to get all the details for the conference



RONALD McDONALD  
HOUSE CHARITIES  
OF THE INTERMOUNTAIN AREA, INC.

# Wish List

Please use the shopping list below to purchase items for the House or call 801.363.4663 for current urgent needs. We appreciate any donation you might be able to give to the House. Please note that **ALL** items must be **NEW** for the health of our families.

Donations may be delivered to 935 E. South Temple, Salt Lake City, UT 84102  
**Thank you for your support!**

### Home & Kitchen Supplies

- 8 Gallon Garbage Bags
- Tupperware – Assorted sizes
- Home Depot® Gift Cards
- Costco® Gift Cards
- 40-100 Watt Light Bulbs (Energy Save)
- Silverware
- New Pots and Pans
- Pot Holders
- Frying Pans (various sizes)
- Paper Towels
- Toilet Paper
- Nail Clippers
- Toaster

### Cleaning Supplies

- Laundry Soap– liquid (HE preferred)
- Fabric Softener
- Stainless steel sponges
- Paper Towels
- Bleach
- Dryer Sheets
- Pine-Sol® or Fabuloso®
- Wood Cleaner/ Polish
- Wood Soap
- Liquid Dish Soap
- Sanitizing Wipes (Clorox wipes)
- Disposable and Washable Cleaning Gloves
- Toilet Bowl Brushes
- Febreze® No Spill Wood Diffuser and Flameless Luminary

### Groceries (no expired items please)

- K-Cups for Keurig® Coffee Makers
- Yogurt
- Fresh Fruits and Vegetables
- Onions and Garlic
- Frozen Family-Size Dinners/Pizzas
- Butter/ Margarine
- Vegetable Oil
- Salt
- Baking Soda/ Powder
- Milk
- Juice & Juice Boxes
- Chicken Broth & Bullion Cubes
- Cereal
- Chips
- Eggs

### Family Fun

- Passes to Local Attractions
- Taxi Vouchers and/or Bus Passes
- Movie/ Sport/ Concert Tickets
- Calling Cards for Long Distance
- New Release DVDs (G, PG, PG-13 only)
- Gift certificates

### Office Supplies

- Copy Paper
- Tools (used ok– call for details)
- Postage Stamps
- Packing Tape
- Folders & Hanging File Folders
- Batteries (AAA, AA)
- Staplers & staples
- Paper clips
- Cute magnets

Updated 4/2014

For our service project at the annual Professional Development Day in June we will be collecting items for the Ronald McDonald House. There will be a table set up so that you can bring your donations. You may choose from the items to the left. For any **5** items or more, you will receive a ticket for a drawing to be done at lunch. If you have any questions, you may contact Lynne Graff, PDD service project chair at (385)646-5096



**1** charity provides families a place to call **home** when it's needed most.

We believe that when a child is hospitalized the love and support of family is as powerful as the strongest medicine prescribed. Children **cope better and heal faster** when surrounded by their loved ones.



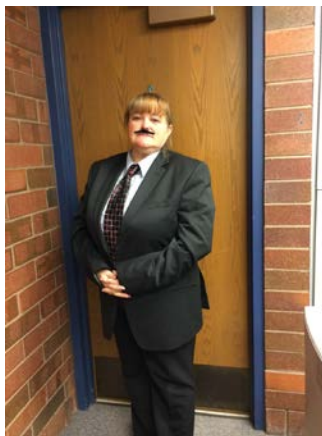
**40,000**

families stayed close to their seriously ill or injured child through our Ronald McDonald House and Ronald McDonald Family Room programs.





During Spirit Week at Taylorsville High, the faculty and students had a Principal Dr. Garrett Muse dress up day. Everyone was treated to 'selfies' at lunchtime, and a great time was had by all.



Can you guess who this is?

Visit <http://gaeop.weebly.com>

**You can find:**

- GAEOP Mission Statement
- GAEOP Executive Board 2013-14
- NAEOP Conference information
- Member Bylaws
- Calendar of Events
- Training handouts
- Office Professional Handbook (Memorandum of Understanding)
- PSP/GCOP Application
- The LINK (past and current issues)
- Photos of events

*Welcome new Office Professionals:*

- April Guardado – Granite Park Jr.
- Monica Jensen – Granite Peaks
- Lucy Galvan – Beehive Elementary

**Final Weeks of School** - Submitted by: Elaine Wright, Administrative board member

Now is the time of year to prepare for the final weeks of school. It is understood that this involves award assemblies, field days and other closing activities, but schools have been asked to follow the guidelines listed below in order to minimize disruptions:

- \*Textbook check-in should occur only during the last week of school. Following that, teachers should prepare lessons that do not require the use of textbooks.
- \*Locker and desk clean out occurs only during the last three days of school.
- \*Yearbook distribution occurs only during the last two days of school prior to promotion/graduation (secondary).

**Last day of school:**

- \*Lunch will be served on the last day of school to elementary students. No lunch will be served in secondary schools.
- \*Refunds are given only on the last day of school (secondary).
- \*Elementary schools (and Hartvigsen) are on a planning day schedule. Junior high schools are out at 12:05 p.m. High Schools are out at 11:30 a.m.

**End of Year Security:** Make sure the security person (Unified, WVC, Taylorsville officers, etc.) you are using has been hired in Human Resources. They should be paid on a *Special Activities Report* form, which is sent to your School Accountability Services (SAS) Director after being signed by your principal. Contact your SAS secretary if you need the budget number.



**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)



“A mother holds her children’s hands for a while,  
their hearts forever.” ~ Author Unknown

# MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 <b>Cinco de Mayo</b> 	6  <b>National Teacher Day</b>	7	8	9	10
11 <b>Mother's Day</b> 	12	13	14 GAEOP Board Mtg. 4:15 pm	15 GAEOP Advisory 9:30 am	16	17  <b>Armed Forces Day</b>
18	19	20	21	22	23	24
25	26 <b>Memorial Day</b> 	27	28	29	30	31

Upcoming Dates: Professional Development Day, June 11<sup>th</sup> – Granite Education Center

## Recipe Corner: Easy office recipes

### Chocolaty Popcorn

12 cups butter-flavored microwave popcorn  
 1 package (12 oz.) semisweet chocolate chips  
 2 tsp. shortening, divided  
 1 package (10-12 oz.) vanilla or white chips  
 2 cups coarsely chopped pecans toasted

Place popcorn in a greased 15-inX 10-in pan, set aside.  
 Place semisweet chips and 1 tsp. shortening in microwave uncovered, at 70% power for 1 minute, stir smooth. Drizzle over popcorn.

Place vanilla chips and remaining shortening in a microwave bowl and microwave uncovered at 70% power for 1 minute, stir until smooth. Drizzle over popcorn, toss gently to coat as much popcorn as possible. Sprinkle with pecans. Chill till firm before breaking into pieces. Yield: 16 cups

I know we are all trying to eat healthy snacks in our offices, BUT at this point, as we prepare for the end of the year, I thought we all needed a little chocolate. Besides', chocolate is a vegetable! Enjoy!

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

# HAPPY BIRTHDAY GAEOP MEMBERS

May

2	Arlene Fors	Food Services
4	Patti Haws	Roosevelt Elem.
5	Diane Fowler	Bonneville Jr.
6	Merilynn Boekweg	Business Administration
10	Nicole Smauldon	Granger Elem.
16	Breanna Lay	Transportation
17	Larene Carlson	Wm. Penn Elem.
17	Carla Dalton	Vista Elem.
21	Cris Brimley	Churchill Jr.
24	Jackie Bradshaw	Custodial Services
24	Colleen Lynch	Benefits Office
25	Sally Breinholt	Granite Peaks
27	Sherri Duckworth	Cottonwood High



*"A mother is one to whom you hurry when you are troubled."  
 ~ Emily Dickinson*

### Are You Ready for those "Peak Events"? – Submitted by: Kari Parry, Membership board member

I can't believe there are only 25 days left of school. I am sure you are feeling, like I am, all the stress that comes with end of the year activities. This is the time of year for all of us to be at our best to get through these "Peak Events". Identifying and prioritizing your events are essential.

- Each morning, write a list of needs for the day.
- Determine which tasks are urgent and need to be finished right away.
- Look for tasks that you need to complete before you can move on to another project. As the day goes on and interruptions occur and priorities change, you may need to make adjustments to meet priority levels as they arise.
- The next day, carry over the tasks you were not able to complete and put them on the top of the list for that day.
- Make sure you use any online tools to help with communication. Use emails, shared calendars, "The LINK" newsletter to get information out to those who may need to know about an event or project.

It is also a very important time of year to make sure you are getting plenty of sleep and eating right to help get you through the end of the school year. Just remember June 5<sup>th</sup> will be here before we know it and then we start preparing for another round of "Peak Events" .....August 25<sup>th</sup>.

## Office Professional Spotlight

### ACADEMY PARK ELEMENTARY

*Talofa* everyone....My name is Oliana F. Pulou. I am the Principal's Secretary at Academy Park Elementary. I've been working at Academy Park Elementary for the past three years and I love my job and school so much. I graduated from BYU-Hawaii in 2008 with a Bachelor's degree in TESOL (Teaching English as a Second Language). I married in August of 2008 and I have one beautiful 3 year old daughter. I love working with all of you.



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: \_\_\_\_\_

## MONTHLY HAPPENINGS

Submitted by Marie Orton: Part time board member

### HAPPY MOTHERS DAY!

**Do not forget about the wonderful mother's in your life on May 11<sup>th</sup>!**

Check out your local schools productions in May. Here are a few:

#### Olympus High

Shakespearean Festival, May 14<sup>th</sup> - May 16<sup>th</sup>  
Les Miserables, May 16<sup>th</sup> - May 19<sup>th</sup>

#### Cottonwood High

Into the Woods, May 19<sup>th</sup> - May 23<sup>rd</sup>

#### Taylorsville High

Laughing Stock, May 27<sup>th</sup> - May 31<sup>st</sup>

It's baby animal season through May 23<sup>rd</sup> at "*This is the Place*" Heritage Park.  
Adults, \$11.00 ~ Children (3-11) \$8.00  
Seniors/children (2 and under) Free  
9:00 am - 5:00 pm  
Baby animals are not available on Sundays.

I thought you would want to know about this e-mail virus. Even the most advanced programs from Norton or McAfee cannot take care of this one. It appears to affect those who were born prior to 1965.

#### Symptoms:

1. Causes you to send the same e-mail twice. Done that!
2. Causes you to send a blank e-mail! That too!
3. Causes you to send e-mail to the wrong person, Yep!
4. Causes you to send it back to the person who sent it to you. Aha!
5. Causes you to forget to attach the attachment ~Well, darn!
6. Causes you to hit "SEND" before you've finished, Oh, no not again!
7. Causes you to hit "DELETE" instead of "SEND" And I just hate that!
8. Causes you to hit "SEND" when you should "DELETE." Oh No!

*IT IS CALLED THE "C-NILE VIRUS."* and you probably have it. That's our story and we are sticking to it. ☺

Thanks Judy Anthony, Copper Hills, for letting me share the smiles!  
~ Teresa Himmelberger



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

Next Article  
Deadline:

May  
20<sup>th</sup>

"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**

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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

Don Adams – Assistant Superintendent, School Facilities

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.