



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, by Teresa Himmelberger



As Thanksgiving approaches, I reflect on all the things that I am grateful for. My list is long, but I want to share a few. They are not in any particular order since all are important:

- Life itself. So many have lost theirs too soon.
- Our service men and women. Without them, we would truly be homeless.
- Office Professionals of the district. You are truly the glue that keeps the district alive.
- Family and friends – without them, we would be alone.

Here is an excerpt from a story I read in Readers Digest, <https://www.rd.com/true-stories/inspiring/thanksgiving-story/>.

"When Mrs. Klein told her first graders to draw a picture of something for which they were thankful, she thought how little these children, who lived in a deteriorating neighborhood, actually had to be thankful for. She knew that most of the class would draw pictures of turkeys or of bountifully laden Thanksgiving tables. That was what they believed was expected of them. What took Mrs. Klein aback was Douglas's picture. Douglas was so forlorn and likely to be found close in her shadow as they went outside for recess. Douglas's drawing was simply this: A hand, obviously, but whose hand?"

The class was captivated by his image. 'I think it must be the hand of God that brings us food,' said one student. 'A farmer,' said another, 'because they grow the turkeys.' 'It looks more like a policeman, and they protect us.' 'I think,' said Lavinia, who was always so serious, 'that it is supposed to be all the hands that help us, but Douglas could only draw one of them.'

Mrs. Klein had almost forgotten Douglas in her pleasure at finding the class so responsive. When she had the others at work on another project, she bent over his desk and asked whose hand it was. Douglas mumbled, 'It's yours, Teacher.'

Then Mrs. Klein recalled that she had taken Douglas by the hand from time to time; she often did that with the children. But that it should have meant so much to Douglas, perhaps, she reflected,

this was her Thanksgiving, and everybody's Thanksgiving—not the material things given unto us, but the small ways that we give something to others."

Although this story is more about the impact teachers can have on children, I think the same applies to adults. It's hard to realize that we can have an impact on just one life, with one tiny gesture. Be mindful how you treat others. Make sure you give thanks to those that are important in your life and to those that have made an impact. You have all made an impact on me. Thank you from the bottom of my heart.

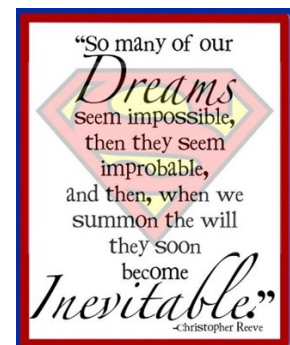
Thank you to all those who participated in our Oktoberfest service project evening for Primary Children's Hospital and the Granite Education Foundation. We had so many books donated and those who attended had fun conversation and even networking while cutting out the banners for the kids (pictures are included on page 4.) It was a great evening for all.

Be sure to check out the upcoming trainings for the month of November on page 2. If you have ideas on classes you would like to see presented, please send me a quick email. This will help us with our Professional Development Day in May as well. I am truly grateful for the part you play in our district.

Have a wonderful Thanksgiving spending time with friends and family.

*Teresa Himmelberger, CEOE
GAEOP President*

"Find the Superhero in YOU"





Elementary School Secretaries

submitted by Julianne Hamblin, Elementary West Representative

Robyn Elmore, Westbrook Elementary



Robyn Elmore, the principal secretary at Westbrook Elementary, has worked for Granite School District for 13 years, all at Westbrook. She is married, and she and her husband have a nine year old daughter. Robyn describes herself as an introvert, and she loves to play video games with her husband, read, and take walks. Her all time favorite place to vacation is Disneyland. One of Robyn's favorite family traditions is getting together with close family on Christmas Eve for dinner and games. Robyn says she is grateful for her job (the great people she works with make it awesome) and her family. She's especially grateful for her husband and everything he does for her and for their family to keep them going.

Jessica Inman, Plymouth Elementary



Jessica Inman, the principal secretary at Plymouth Elementary, has worked in elementary schools in Granite School District for six years. She worked as a preschool teacher at Pleasant Green before transferring to Plymouth. Jessica and her husband are newlyweds, and have four children—three boys and one girl. She enjoys reading when she has the time and loves camping with her family. Jessica enjoys archery and hunting; she bagged her first elk this year. Her favorite place to vacation is Flaming Gorge, camping in the summer and staying in a cabin in the winter. Jessica's favorite family tradition is cutting down the perfect Christmas tree to reach all the way to her 15-foot ceiling. She is grateful for a second chance at love, a great husband, and four awesome kids.



Inservice Opportunities

submitted by Darla Williams, Inservice Committee Chair

The following inservice classes will be offered during the next few months. More information about these classes, including how to sign up, will be sent via email. If you have questions, please contact Darla Williams (djwilliams@graniteschools.org.)

Excel Part 2 Training	Wednesday, November 15	9:00 – 11:00 am	C-121, GEC
Excel Part 2 Training	Wednesday, November 15	1:00 – 3:00 pm	C-121, GEC
Excel Part 3 Training	Tuesday, December 12	9:00 – 11:00 am	C-121, GEC
Excel Part 3 Training	Tuesday, December 12	1:00 – 3:00 pm	C-121, GEC
Working with Cultures & Ethnicities	Wednesday, January 25	9:00 – 11:00 am	Auditorium A, GEC
Working with Cultures & Ethnicities	Wednesday, January 25	1:00 – 3:00 pm	Auditorium A, GEC
Planner, Mail, Task, Etc	Monday, February 5	9:00 – 11:00 am	C-121, GEC
Planner, Mail, Task, Etc	Monday, February 5	1:00 – 3:00 pm	C-121, GEC

November “Going the Extra Mile” Recipient

submitted by Stacy Bushell, “Going the Extra Mile” Chair

Tawni Brown, Valley Crest Elementary



We are pleased to recognize Tawni Brown as this month’s Going the Extra Mile Award winner. Here are some of the comments from her nomination.

“Tawni is always going the ‘extra mile’ to be friendly to everyone who walks into Valley Crest. She works so hard to keep the school organized. She also takes great care of our kiddos when they need a band-aid or make a call home. I am really grateful for all her help.” ~Jen Jennings,

“I just wanted to say how much I appreciate Tawni Brown working at Valley Crest Elem. My son who is in 6th grade has been at this school in dual immersion since 1st grade and now my daughter as well. For a couple of years I have noticed how wonderful Tawni is in every aspect of her job in the front office. I have even seen her handle difficult parents with a very professional calm demeanor.

She knows all the kids names and half the parents, too. She is truly a rarity. I have children all the way to high school and have worked in junior high before and I have never met anyone like her. She either really loves her job and the students or she is an amazing actress. Either way, we are so lucky to have her and she has set the bar pretty high for all the other schools my kids will attend. Give her a giant raise! She goes way more than a mile - love her!” ~April Hendrickson

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 want to nominate someone, please contact Stacy Bushell at Cottonwood High School.



Dates & Deadlines:

November 7, 2017	Election Day
November 11, 2017	Veterans Day
November 14, 2017	GSD Board Meeting
November 15, 2017	Excel Part 2 Training
November 22-24, 2017	Thanksgiving Recess
November 30, 2017	GAEOP Executive Board Meeting
December 5, 2017	GSD Board Meeting - 7 pm
December 12, 2017	Excel Part 3 Training - 9 am & 1 pm
December 22-January 1	Winter Recess
January 15, 2018	PSP Filing Deadline (NAEOP)
March 10, 2018	UAEOP Annual Conference, Salt Lake City
May 31, 2018	GAEOP Professional Development Day location TBD

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. Thank you for the many ways you go the extra mile every day.

Shirley Ayrton	<i>Curriculum</i>
Carol Berlin	<i>Teaching & Learning</i>
Brenda Dahl	<i>Olympus. High</i>
Carissa Fieldsted	<i>Farnsworth Elementary</i>
Julie Fisher	<i>Purchasing</i>
Kathy Goodfellow	<i>Superintendent’s Office</i>
Toni Ipson	<i>Western Hills Elementary</i>
Danielle Kitchen	<i>School Accountability</i>
Dustie McDonald	<i>Gearld Wright Elementary</i>
Kari Parry	<i>Taylorville High</i>
Diana Pennington	<i>Support Services/Policy</i>
Laura Purrington	<i>Kearns High</i>
Consuela Reynoso	<i>Churchill Jr. High</i>
Tanya Sargent	<i>Driggs Elementary</i>
Susan White	<i>Cyprus High</i>
Darla Williams	<i>Communications</i>



GAEOP Oktoberfest

photos submitted by Teresa Himmelberger, GAEOP President



Attendees at the GAEOP Oktoberfest at Wheeler Farm.



Helping with the Primary Children's Hospital service project.



Hard at work on the service project for Primary Children's.



Waiting for a hay ride.



Enjoying a hay ride after the service project.

November is...

Diabetes Awareness Month

"Diabetes is one of the leading causes of disability and death in the United States. One in 10 Americans have diabetes—that's more than 30 million people. And another 84 million adults in the United States are at high risk of developing type 2 diabetes. Depending on your age, weight, and other factors, you may be at higher risk of developing type 2 diabetes. The good news is that making healthy changes can greatly lower your risk. To help prevent type 2 diabetes:

- Watch your weight [Hint: Don't just watch it go up!]
- Eat healthy
- Get more physical activity"

Source: healthfinder.gov



World Kindness Day

"World Kindness Day is celebrated November 13 and was introduced by the World Kindness Movement in 1998. The purpose of World Kindness Day is to look beyond our differences and realize we are all citizens of the world. Be kind. Spread hope and joy. Make the world an awesome place. Send it out. Awesome people make the world more awesome. Intentional acts of kindness are the key. Don't just talk about it, do it. Being kind will make you happier, too, so get going today. Big or small, it is one step in the right direction"

Source: worldkindness.org



GCPS Certificate

Submitted by Danielle Kitchen, GCPS/PSP Chair



Congratulations to **Stephanie Rodriguez**, Pleasant Green Elementary, for earning the entry level GCPS Certificate! Application criteria for obtaining a certificate in the GCPS (Granite Certified Professional Standards Program) can be found at gaeop.weebly.com.

YOU DID IT!
Congratulations



give
Thanks

Tried & True Recipe

Submitted by Lesa Campbell, GAEOP Secretary

Magically Easy Stew

yields 16 servings,

- 2 lbs beef stew meat, cubed
- 2 onions chopped
- 2 stalks celery, diced
- 1 green pepper, coarsely chopped
- 6 carrots, cut into 2-inch pieces
- 3 large potatoes, peeled and cut into large chunks
- 2 tsp salt
- 1 bay leaf or oregano to taste
- ¼ tsp pepper
- 1 tsp sugar
- 2 Tbsp chopped fresh parsley
- 3 Tbsp minute tapioca
- 2 cups tomato juice or V-8



Browneyedbaker.com

Place beef in large heavy casserole with tight fitting lid. (Don't brown meat first!)

Add onion, celery, green pepper, carrots, potatoes. Combine the salt, pepper, sugar, seasoning, parsley and tapioca with the 2 cups of tomato juice. Pour this mix over the veggies and meat. Do not stir.

Cover tightly and cook 3 hrs at 325° or 4 hrs at 275°. DO NOT PEEK!

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Camille Bolman - November 4
Special Education

Barbara Hunter - November 7
Warehouse

Jamey Pease - November 11
Wright Elementary

Linda Liebmann - November 12
Jones Center

Karen Manning - November 12
Skyline High

Bonnie Seastrand - November 12
Truman Elementary

Trinda Burdett - November 13
Educational Technology

Audrey Price - November 20
Granite Education Foundation

Doreen Yates - November 20
Skyline High

Colleen Hughes - November 21
Educational Technology

Kelly Franz - November 26
Cottonwood Elementary

Diana Pennington - November 27
Support Services

Shirlene Teigen - November 27
Hunter Jr. High

Stephanie Maarse - November 30
Human Resources

Richelle White - November 30
Payroll



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.

New/Renewing Members

Submitted by Leesa Rij, Membership Chair

Members who have joined or renewed their GAEOP membership since the last newsletter:

- Nancy Carter *Special Education*
- Kimberly Gilbert *Olympus High*
- Gloria Hernandez *Human Resources*
- Bonnie Smith *Evergreen Jr. High*

We gain strength when we unite and support one another. If you would like information about joining GAEOP, please contact Leesa Rij at lrj@graniteschools.org, or check out our website at www.gaeop.weebly.com.

Tips & Tricks

submitted by Gayna Breeze, Administrative Representative

My tip for the month is: Email Signatures. In the past I have changed them according to the time of the year or sometimes according to how formal or informal I want my message to be, but at Nationals last July I was thrilled when the presenter showed us how he uses Email signatures as a shortcut for several different sets of instructions that he would other-wise have to re-create with each new email.

Think of what you type over and over. This trick might be able to save you quite a bit of time once it is set up.

I now have several different signatures:

- A formal one with my name, credentials and contact information that has the GSD logo.
- Similar ones with flowers for spring, a back to school logo for fall and a Christmas one, etc.
- I have one that is just my name (for when I reply to emails that already have my contact info)
- And one that is my name and a phone number for when I want to keep it simple.

Now this is where it gets fun. I also have:

- One that I send to new renters with instructions for starting a new rental with the district.
- One that I send to Principals that explains what I need them to do with the attachment that I am sending.
- One that I send when asking for payment that gives them a deadline and several options of how to pay.
- One that confirms that they have completed everything that was required and thanks them for their patronage.

Anytime that I am typing a list or writing a paragraph that I know will need to be used in multiple situations, I have turned it into an email signature and then with one simple click it is available when I need it.

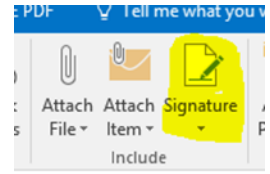
How I do it..

1. Open a new word document.
2. Type the message that you want to have easy access to.
3. Highlight anything that will need to be personalized to the situation (name, date, number).
4. Add whatever kind of signature / contact info you want to go with it.

An additional tip: Instead of just pressing enter, you need to press "Shift" and hold it down while you press "Enter" to ensure that the spacing stays in the same format when it goes from email to email.

5. Open a new email message.
6. In the message tool bar, click on the signature drop down.

7. Select "Signatures..."
8. Select New.
9. Type in the name for your signature and click OK.
10. Select and copy the entire text of your word document that you want to save as a signature.
11. Paste your selection in the large box of the email signature and click "ok".
12. Your signature is ready to be used.



When you are ready to use your signature...

1. Open a new email message
2. Select the signature drop-down and click on the name of the signature you just created.
3. Update the highlighted portions (if any) that need to be personalized.

Below is a copy of my "Principal Signature". When I use this, all I need to do is address the email, add a subject, personalize the Principal's name, and add the rental # then send the email. An email that used to take me several minutes is now done in mere seconds and is consistent each time, so I don't have to remember who is new and doesn't already know what to do with the attachment.

Principal

I have attached a new rental request for your school. (#) Please check your calendar and let me know of any school conflicts then sign and return the rental request at your earliest convenience. (To keep it simple, your signature can be electronic.)

I have copied your custodian on this email so that he/she is aware of the rental and can plan watering accordingly.

Thank you,

Gayna Breeze, GCOP®

Administrative Secretary II-- Granite School District

Planning & Boundaries, Field Rentals, AE&C,
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*GCOP: Granite Certified Office Professional

Once you have your signatures you can also choose which ones you would like as a default for your new messages and for your replies and forwards.

I have learned that it is much easier to design the signature in word and then copy it over to the email signature box than it is to design it in the box. This allows you to use multiple fonts and to adjust the formatting of the picture you are including.

Don't be alarmed if your logo or clip art doesn't show up in the signature box. It will when you type the email.



“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
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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



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.