

# THE Link

November 2018

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 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*



November is such a great month for many reasons: fall is in full swing, leaves are showing their colors and it's the month for being thankful.

I have a plethora of reasons to be thankful, as I am sure you do as well. Family, my husband, children and now the newest member of our pack, my granddaughter, Freya Pauline (yes, my first grandchild). I have a wonderful job, coworkers and friends/members of our GAEOP association. And of course, November wouldn't be complete without turkey, stuffing, mashed potatoes and pumpkin pie! I am truly blessed in my life!

Being thankful gives you confidence. When you're grateful for the things in your life, even if it's something as simple as a beautiful sunset, it gives you more self-esteem. This means that you will be more confident and less worried about comparing yourself to others.

During this time of year (or maybe all year) I know many of you go to shelters or establishments to do service work and help those who are less fortunate. Thank you for giving of your time and talents to help. A little goes a long way.

*(A bit of trivia) The event that Americans commonly call the "First Thanksgiving" was celebrated by the Pilgrims after their first harvest in the New World in October 1621. This feast lasted three days, and—as accounted by attendee Edward Winslow—it was attended by 90 Native Americans and 53 Pilgrims.*

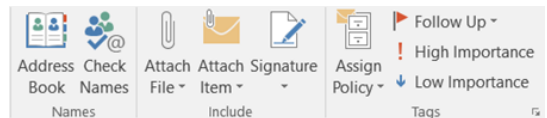
### Professional Development

Professional development is so important in our work lives. GAEOP works throughout the year to provide quality trainings for you.

Over the next few months, I will be highlighting some technology-based information in "The LINK", which I feel are important for you to have.

**Outlook Email** - Most of the communication we do is through email (at least during work time). It's important to know how to effectively use email and how critical it is to read and answer email communication.

Have you seen these items on your toolbar, and wondered what they do?



Can you create folders for items you would like to save for resource at a later date? Do you know how to set up the flag "follow up" or tag your email in line of importance? Are you familiar with how to set up a signature for your email? This is also important to show professionalism in your correspondence.

Below is a link, provided by our Educational Technology Department, to get you started on some important tips for Outlook email. We will also be scheduling a more in-depth training on this and more in the coming months. <https://www.graniteschools.org/edtech/tip/communication-tools/outlook/>

You can also find PDFs of tips & tricks on website <http://gaeop.weebly.com/trainings.html>

If you have class topics you would love to learn about, reach out to our PD committee chairmen, Michelle Raymond, [mraymond@graniteschools.org](mailto:mraymond@graniteschools.org), or Darla Williams, [djwilliams@graniteschools.org](mailto:djwilliams@graniteschools.org).

On behalf of your GAEOP Executive Board, we want to wish you a very Happy Thanksgiving!

*Teresa Himmelberger, CEOE  
GAEOP President*

"Mindfulness is simply being aware of what is happening right now without wishing it were different; enjoying the pleasant without holding on when it changes (which it will); being with the unpleasant without fearing it will always be this way (which it won't)"

~ James Baraz

## In The Spotlight

submitted by Leisl Leystra, Elementary West Representative

### Andrea Ingleby, Valley Crest Elementary

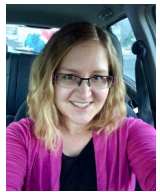


I came to Granite District from Bingham High School Registrar's office, where I worked for four years. Before that I worked a little at my kids' elementary school and did medical transcription from home. I have been married 15 years and have three kids ages 13, 11 and 9. We are HUGE Utah Ute fans, and we love to travel, camp, and hang out with family and friends.

I started as a Principal Secretary for Valley Crest a week before school began and it's been a crazy, fun ride. I love helping the students, teachers, staff, and parents. They are the reason I get up each and every day. So many have made a difference in my life and the lives of my kids that this is a way I can give back.

I am very happy to be a part of Granite School District after graduating from the very same district years ago! It's good to be "home."

### Lindsey Larsen, Roosevelt Elementary



My name is Lindsey Larsen, and I am the new secretary at Roosevelt Elementary. I came from Salt Lake City School District, but I'm so happy to be working in the school district where I live. I earned my bachelor's degree in Communication at the University of Utah, and my Master's degree in Community Leadership from Westminster College. I love working in education; knowing that my work makes a difference to both teachers and students fills my heart with joy. My husband and I live in West Valley, and we have a little boy who will be 1 in December. I love to write, my thesis was 91 pages long! I've written other stories that I hope to one day publish. My favorite author is Emily Giffin, she even sent me an autographed bookmark once. One day I hope to get my PhD in Education and further research and implementation for new and effective educational policies. I am always on the hunt for new story ideas, everybody inspires me!

## Around The District

Plenty of ghouls and goblins were spotted around Granite School District on Halloween. These ladies from Hillsdale Elementary demonstrated their flexibility in dealing with construction at their school by dressing up as construction workers. Check out the [GAEOP Facebook](#) page to see all the pictures we've collected.



Hillsdale Elementary employees excited about the remodel (l-r) Marcia Cannon, Kim Kjar, Deb Woolley-principal, Kathy Johnson, Monica Velazquez, Lisa Wells-assistant principal

Embrace Change



## In-service Opportunities

submitted by Darla Williams, In-service Committee Co-Chair

Information about the classes, including how to sign up, is sent via email. If you have questions or ideas for future in-service trainings, please contact Michelle Raymond ([mraymond@graniteschools.org](mailto:mraymond@graniteschools.org)) or Darla Williams ([djwilliams@graniteschools.org](mailto:djwilliams@graniteschools.org).)

Outlook Part I	Thursday, November 15	9:00 – 11:00 am	C121, GEC
Outlook Part I	Thursday, November 15	2:00 – 4:00 pm	C121, GEC
Outlook Part II	Monday, December 3	9:00 – 11:00 am	C121, GEC
Outlook Part II	Monday, December 3	2:00 – 4:00 pm	C121, GEC

Other trainings coming in the future:

- Excel Part I
- Excel Part II
- Skype for Business
- Basic Office 365 Part I
- Basic Office 365 Part II

HAPPY THANKSGIVING!



## November "Going the Extra Mile" Recipient

submitted by Laura Purrington, "Going the Extra Mile" Chair

### Jamileh Jameson, Skyline High



Jamileh Jameson (center) with Linda Tierney, assistant principal (left) and Doug Bingham, principal (right)

"We started the year two employees down in the Media Center. Jamileh was willing to be here extra volunteer hours just to help cover the library. She is always willing to help anyone out whether it be a student, parent, or teacher. She always goes the extra mile to help others and is kind in all of her actions. She has been willing to do tasks and jobs that aren't part of her job description, and does so with a cheerful demeanor and attitude. Jamileh is the consummate employee and if I could clone her I would. It is a pleasure to work with someone who is always so caring and positive."  
~Heidi Williams

"Jamileh is one of the hardest working people I have ever met. She has spent countless hours working with students in the library to help them get back on track when they are struggling with their school work. She takes the time to sit with them and help them get organized, learn how to talk with their teachers, and finds extra help for them with their homework. In addition to going above and beyond to help these students, Jamileh is always there to help teachers as they come in the library with questions and needs to help them in their day to day teaching. She is warm,

patient, and always helps the teachers get what they need to be successful in their classes (even if that just means she is a listening ear). One other thing that impresses me so much about Jamileh is that she dedicates hours of her time after school to help the student government students with things they need to help them plan for and carry out events. She has spent countless hours helping to organize and carry out fundraisers, dances, and activities. She also attends sports, drama, music, and dance activities just to show the students of Skyline that she supports them. Jamileh is so deserving of this nomination and award as she is an example to all of us at Skyline of how to go the extra mile!"  
~Teresa Kunde

"Jamileh doesn't just work in the library, she works with students. She knows the students and their needs. Students who would easily slip through the cracks find support from Jamileh. She has helped students by tutoring them, helping them get organized, and even helping them to fill out college applications. She is amazing. She doesn't have to do any of this. It isn't part of her job description. She just does it because it is the right thing to do."  
~Jody Lynn Tolley

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 [Laura Purrington](mailto:Laura.Purrington@KearnsHighSchool.org) at Kearns High School.

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 Kathie Woodruff or Teresa Himmelberger.

## Kudos Corner

submitted by Kathie Woodruff, "Going the Extra Mile" Co-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.

Cindy Briggs	Taylorville High
Stacy Bushell	Cottonwood High
Teresa Evans	Cottonwood High
Judy Godoy	Kennedy Jr. High
Jessica Ibarra	Taylorville High
Kim Lovato	Skyline High
Tina Madsen	Pioneer Elementary
Danette Ontiveros	Olympus High
Nicole Smauldon	Stansbury Elementary

You Make a Difference

## Tips & Tricks

submitted by Kathie Woodruff, GAEOP Secretary

Prioritizing and planning my work is something I've gotten good at over the years. My world (and that of most others, too) is sometimes so "crazy busy" that if I didn't use this skill, I would lose it! I really enjoyed this article by Alan Carniol about planning, organizing and prioritizing our work. I hope you will find some great ideas to help when your world gets "crazy busy."

Time is one of the most significant things that we have in the world. It is a necessary yet tragically limited resource. In this exceedingly frantic and fast-paced world, the ability to manage time properly is a must.

Time management is essential in achieving your goals and getting your work done. With time management comes organizing, planning, and prioritizing.

Prioritizing your work is not that easy. You have to identify which things need to be done first. It is a crucial process, but once you get used to it, organizing and planning will be less difficult. If you know how to effectively organize and prioritize your workload, you will learn how to be more efficient and productive.

How do you organize and plan your work? What are your priorities? There is no right or wrong way to answer these questions. The way you do things is ultimately up to you. People are different, so what works for you may not work for someone else. Still, there are some guidelines that can help you in prioritizing your work and answering questions about your time management skills.

### 1. Make your to-do list.

Listing on paper what you want to accomplish for the day is an effective way to remember the things you need to do. It can be a weekly to-do list, but daily ones are more effective. Write your list on a notepad, starting with the important tasks and then adding the less important ones.

### 2. Rank your to-do list.

After writing your tasks on a notepad, rank them from the most important to the least. Rewrite your list on another page, and make sure that your handwriting is legible. Tip: Did you know that usually bigger fonts can motivate you to complete the task more than small fonts?

### 3. Post your to-do list.

Put your to-do list somewhere you can always see it: on your planner or calendar, in your wallet or purse, cell phone (type it in your memo section), or on the board in your office. If you always see the list, you'll never forget that you have something to do.

### 4. Note your responsibilities.

Type or write in bulletpoints some notes about your reminder. For example, you can write the exact time when you have to finish the task, materials that you need for the task, or the name of the person that you're about to meet (if the task is a meeting). Notes are especially important for people who forget things easily.

### 5. Avoid unnecessary tasks.

When you're done writing your to-do list for the day/week, try to analyze the less important task/s in terms of whether you really need to do it/them. If so, then you may need to adjust your schedule for the day; if not, then you can allocate more time for the other tasks or you can just take that opportunity to rest.

### 6. Set realistic deadlines.

When you're working on something and a deadline was set by your boss, set your own deadline ahead of the deadline that your boss gave you. However, set realistic ones. Don't try to rush yourself just to finish it earlier. Take everything one step at a time and don't set yourself up for failure. This is also applicable for your everyday work. Don't overwhelm yourself. You don't want to force yourself to finish something and then suffer the consequences of creating poor-quality work.

### 7. Set your break time.

Working all day with no break is not fun. If you're already tired, take a break. There's nothing wrong with a 10- to 15-minute food break or a quick nap. Stretch when your body feels cramped. A rule of thumb: rest for ten minutes after every hour of work.

### 8. Put away distractions.

In this modern world, a lot of things can distract us from doing our work. These include camera phones, mobile devices, gadgets, the World Wide Web (especially Facebook and Twitter), and many more. How are you supposed to finish your work if you spend your time on these things?

The key to productivity is good time management. Prioritizing is difficult but is also essential if you want to get things done. Aside from being more efficient and productive, it will also help you alleviate stress in your life. Learning how to prioritize is not an impossible task; you just have to determine what needs to be done and how much time you need to do it."

"Plan, Organize and Prioritize Your Work by Alan Carniol,  
[interviewsuccessformula.com](http://interviewsuccessformula.com)



## Tried & True Recipe

Submitted by Gayna Breeze, Administrative Representative

### Chicken Chili

A former co-worker, Tenille McCleve Mendez, shared this delicious recipe with me.



- 1 can drained black beans
- 1 can drained kidney beans
- 1 can drained white northern beans
- 1 can drained corn
- 1 can diced tomatoes, DO NOT DRAIN
- 1 can cream of chicken soup
- 1 8-oz. can tomato sauce
- 2-3 cups diced cooked chicken
- 1/3 cup chopped cilantro
- 1/4 cup diced onion
- Diced jalapeno pepper – as much as you would like
- Chili powder to taste
- Cumin to taste
- Salt and pepper to taste

Mix together in a pot and heat for about 30 minutes. Since everything is already cooked, you are just warming it up.

## November Is...

### American Diabetes 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.” ~ [healthfinder.gov](http://healthfinder.gov)

KSL.com posted an article worth checking out, [5 things you can do today to reduce your risk for Type 2 diabetes](#). The author, Brittany Poulson, has some great advice for making realistic change “You can take action in your everyday life to make simple changes to reduce your risk for Type 2 diabetes. You are responsible for your own health, so put your best foot forward to make a step in the right directions today. It doesn’t have to be a huge change all at once. Simple lifestyle changes can make a big difference in your overall health. Start by choosing one or two behaviors to work on this week that can help you on your journey to wellness.”

## Dates & Deadlines:

November 13, 2018	GSD Board Meeting
November 13, 2018	World Kindness Day
November 15, 2018	LINK, December Issue Articles Due
November 15, 2018	In-service Training: Outlook Part I
November 21-23, 2018	Thanksgiving Recess
November 27, 2018	GAEOP Board Meeting
December 3, 2018	In-service Training: Outlook Part II
December 4, 2018	GSD Board Meeting
December 15, 2018	LINK, January Issue Articles Due
December 24-January 1	Winter Recess
January 8, 2019	GSD Board Meeting
January 15, 2019	PSP Filing Date (NAEOP)
March 9, 2019	UAEOP Celebration, Salt Lake City, UT
May 30, 2019	GAEOP Professional Development Day Skyline High School
July 15-19, 2019	NAEOP Annual Conference, Boise, ID
July 20-24, 2020	NAEOP Annual Conference, Salt Lake City, UT

### Alzheimer’s Awareness Month

Alzheimer’s and other forms of dementia directly affect so many people, as well as those who love them. Here are ten early signs of Alzheimer’s shared by the Alzheimer’s Association. If you notice these signs, don’t ignore them; talk to your doctor.



- Memory loss that disrupts daily life
- Challenges in planning or solving problems
- Difficulty completing familiar tasks at home, at work or at leisure
- Confusion with time or place
- Trouble understanding visual images and spatial relationships
- New problems with words in speaking or writing
- Misplacing things and losing the ability to retrace steps
- Decreased or poor judgement
- Withdrawal from work or social activities
- Changes in mood and personality

More details on the [Alzheimer's Association website](#).

# Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

**Camille Bolman - November 4**  
*Special Education*

**Barbara Fullmer - November 8**  
*Educational Equity*

**Brynn Winn - November 8**  
*Human Resources*

**Jamey Pease - November 11**  
*Wright Elementary*

**Linda Liebmann - November 12**  
*Granite Transition Services*

**Karen Manning - November 12**  
*Skyline High*

**Bonnie Seastrand - November 12**  
*Truman Elementary*

**Trinda Burdett - November 13**  
*Educational Technology*



**Carolyn Carty - November 15**  
*Human Resources*

**Tamra Popelmayer - November 16**  
*Stansbury Elementary*

**Audrey Price - November 20**  
*Granite Education Foundation*

**Doreen Yates - November 20**  
*Skyline High*

**Jeri Bliss - November 26**  
*Jackling Elementary*

**Kelly Franz - November 26**  
*Cottonwood Elementary*

**Kari Parry - November 26**  
*Taylorsville High*

**Diana Pennington - November 27**  
*Support Services*

**Shirlene Teigen - November 27**  
*Hunter Jr. High*

**Lana Sutton - November 29**  
*Health Related Services*

**Stephanie Maarse - November 30**  
*Human Resources*

**Richelle White - November 30**  
*Payroll*



## National Association ~ NAEOP

**DID YOU KNOW?**

**MEMBERS MAKE THE ASSOCIATION**

**LEARN**

Leadership  
Networking  
Foundations  
Retirees  
Members  
Education  
Achievement Recognition

**JOIN TODAY**

[www.naeop.org](http://www.naeop.org)

## Our "Ripples"

Life is a series of natural and spontaneous changes. Don't resist them; that only creates sorrow. Let reality be reality. LET THINGS FLOW naturally forward in whatever way they like.

**Lao Tzu**

[WWW.VERYBESTQUOTES.COM](http://WWW.VERYBESTQUOTES.COM)

from the Ripples Gallery, [theripplesguy.com](http://theripplesguy.com)

Next Article  
Deadline:  
November  
15<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 editor via email:

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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  
**NAEOP**

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[www.gaeop.weebly.com](http://www.gaeop.weebly.com)

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## 2018-2019 GAEOP Board Members

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## 2018-2019 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Garett Muse - School Accountability, Secondary

Tina West - School Accountability, Elementary

Teresa Himmelberger - GAEOP President, Payroll Office

Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary

Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High

Diana Pennington - GAEOP Executive Representative, Support Services

Diane Roberts - GAEOP Membership Chair, Bridger Elementary

Laura Purrington - GAEOP Senior High Representative, Kearns High

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