

THE Link

November 2015

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

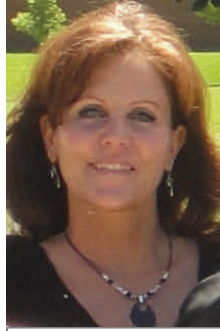


ELEMENTARY · DISTRICT · SECONDARY

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

"You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You're on your own. And you know what you know. And YOU are the one who'll decide where to go..." ~ Dr. Seuss

When I have spare time, I love to scrapbook. Recently the program I use changed and did a major upgrade. Now, I will tell you that I panicked for a brief moment (my mother and aunt panicked a lot) because I have loved the program as it was, but as I started to dabble in it and became acquainted with the new tools and tricks, I can honestly say I LOVE it!

Change is difficult for most of us because we get so set in our ways. I have learned that modern technology is taking over and *for the most part it is for the good*. With anything, there will be some challenges, blips, glitches, etc. and definitely a learning curve. The one trap we fall into is complaining about the changes, but not looking at the reason for the change. I will be the first one to admit that I will complain for few minutes, but then I try to come up with solutions. Here are a few things to think about:

~ Recognize that the world is not perfect, neither is technology. *I have finally come to that realization.*

~ Consider the importance of adopting the change. *We may complain only because we have never considered a better way. Just because it has been a certain way in the past, doesn't mean there isn't something better out there.*

~ Understand the difference between helpful criticism and complaint. *There are times when it is entirely appropriate to bring attention to a wrong being committed. This can be helpful and should never be discouraged. Look for a solution.*

~ Be mindful of your audience. *Are you speaking to someone who can help solve the problem or has a vested interest in bringing about a resolution? Beginning with "Can I just vent for a minute or two?" may be all you need to work it out.*

As I have attended the work sessions being held for different groups of office professionals, I am encouraged that you are taking the initiative to learn the new software programs and you are being proactive in learning new and better ways to do things. Let's embrace change and take it head on. Be part of the majority that is working toward a solution by communicating in a positive way.

GAEOP has planned a fabulous Holiday Party/Open House "Santa's Workshop" to be held on December 9th and 10th. See the flyer (page 4) for all the details. We will also be helping the Granite Education Foundation with their Santa Sacks for the children of our district. Donations will be collected at the Open House. We look forward to celebrating the holiday season with you. It will be a fun time for all.

During November, we take time to cherish all the things that we are grateful for. I am fortunate to be blessed with a great husband, children, family and friends (both work and outside). Each of you is part of a wonderful group of office professionals. Thank you for all you do every day to make our schools run smoothly.

I wish each of you a wonderful Thanksgiving holiday!

*Teresa Himmelberger, GCOP
GAEOP President*

"Take Control of Your Future"



Inside:

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Moss Elementary School Secretaries

submitted by Leanne Helbling, Elementary Board Member - East

Leesa Rij, Principal's Secretary, Moss Elementary School



Leesa Rij has worked for Granite School District going on 9 years now. She started working at Farnsworth Elementary as a para educator and then she moved to Moss Elementary. At Moss she worked in a classroom for 3 years, and for the past 2 years she has been the Principal's Secretary for the very best Principal in the District. She loves working at Moss, the students and staff make her smile every day. It is always a new adventure and she really loves her job. Leesa has been married to her high school sweetheart for 27 years. They have 2 boys, Steven 25 and Christopher 23. She enjoys spending time at their cabin and going to the desert to ride their razor and 4 wheelers. In her spare time she enjoys quilting, and just hanging out with family and friends.

Lisa Anderson, Lunch Secretary, Moss Elementary School



Lisa Anderson has worked for Granite School District since March, 1989. All of her time has been at Moss and she has worked for 6 different principals. She started as a playground aide and moved into a classroom for 10 years. For the last 12 years she has been the wonderful lunch secretary. She has been married for almost 36 years and she has 3 beautiful daughters who have all attended Moss Elementary. Her hobbies include gardening and canning everything she grows in her amazing garden. She loves to go golfing and on motorcycle trips with her husband. When she finishes at Moss, she hopes to be moving to their beautiful new second home in Mesquite.

Ann Anderson, Attendance Secretary, Moss Elementary School



Ann is starting her 3rd year at Moss and has thoroughly enjoyed the students and faculty. She also worked at Lincoln Elementary, for a year, with a special reading program. She says both schools have enriched her life. Ann is also the bookkeeper for her family business, a local machine shop and the president of her local church's women's group. She loves to travel, hike, read, do crafts, help others, and spend time with her husband, 4 children and 7 grandchildren.

Inservice Opportunities

submitted by Carol Berlin & Diana Pennington, Inservice Committee Co-Chairs

The following inservice classes will be offered during the months of November and December. More information about these classes, including how to sign up, was emailed last week. If you have questions, please contact Carol Berlin (clberlin@graniteschools.org) or Diana Pennington (dpennington@graniteschools.org).

Edulink	Friday, November 6	9:00 - 11:00 am	Aud A
	Friday, November 6	12:00 - 2:00 pm	Aud A
Excel - Beginning	Wednesday, November 11	9:00 - 11:00 am	C-121
	Wednesday, November 11	1:00 - 3:00 pm	C-121
Jr. High Work Session - Principal Secretary	Wednesday, November 18	9:00 - 10:30 am	Aud B
Excel - Advanced	Monday, November 30	9:00 - 11:00 am	C-121
	Monday, November 30	1:00 - 3:00 pm	C-121
Legal	Friday, December 4	9:00 - 11:00 am	Aud A
	Friday, December 4	1:00 - 3:00 pm	Aud A
Managing Stress	Wednesday, December 9	9:00 - 11:00 am	Aud A
	Wednesday, December 9	1:00 - 3:00 pm	Aud A
A Kick in the Attitude	Thursday, December 10	1:00 - 3:00 pm	Aud A

November "Going the Extra Mile" Recipient

submitted by Karen Bowden, Senior High Representative and Amy Torres, Junior High Representative



Pictured l-r; Teresa Himmelberger, Amy Torres, Michelle Eastman, Karen Bowden.

Michelle Eastman, Career Center Secretary, Olympus High School

Here is what Julie Sandoval, Principal's Secretary at Olympus High, had to say about Michelle.

"Michelle Eastman is the Olympus High "Go To" girl. If there is ever a need in our offices or building Michelle will go to it and help in any way and get it done! Michelle is the Career Center secretary where she does an amazing job. She is so caring with the students and pays special attention to their needs. She is a constant resource for our students. There is never a time when Michelle is not available to any of her colleagues. She has a knack for knowing when one of us

is overwhelmed and that is when she saves the day and jumps in to help us keep our heads above water. Michelle is extremely generous and caring and she not only goes the extra mile but she cleans up as she goes along!"

Keep those nominations coming. Postcards were sent to all district locations. 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. **Make sure to include specific examples of how this person goes above and beyond their regular duties.** Examples may include; providing the highest quality of service, contributing to a positive work place, and treating others with warmth, courtesy and respect. If you have any questions or want to nominate someone, please contact Amy Torres at Kearns Jr.

Dates & Deadlines:

November 4, 2015	GAEOP Board Meeting - 4:15 pm
November 10, 2015	GSD Board Meeting - 7:00 pm
November 11, 2015	Veterans Day
November 15, 2015	Link Articles Due - December Issue
November 19, 2015	Advisory Meeting - 9:30 am
November 26-27, 2015	Thanksgiving Recess (schools & district office closed)
March 12, 2016	UAEOP Annual Conference, Granite Education Center, Salt Lake City
June 2, 2016	GAEOP Professional Development Day, Location TBA
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.*



GAEOP

HOLIDAY PARTY AND

OPEN HOUSE

December 9th and 10th

3:00 - 5:00 pm

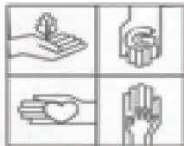
5 Story Building ~ Auditorium D102

Enjoy some yummy Holiday treats, and share some contagious Holiday cheer! Mingle with friends and make a wish list to give to the GAEOP Executive board.

Gifts for GAEOP members ~ donated by GEF

We will be collecting unopened, unwrapped items to help out Granite Education Foundation for the Santa sacks. Bring your donations and put them under our tree. With your donation, your name will be put in for a fun holiday drawing

**GRANITE
EDUCATION
FOUNDATION**



Toys/Games

Socks

Toothbrushes/Toothpaste

Female Hygiene products

Toiletries

Coloring Books

New Coats, Gloves, & Hats



November is...

Source: American Diabetes Association

Eat Well, America, and Stop Diabetes!®



Join the American Diabetes Association® to put good food and good health on the table during American Diabetes Month® this November. Whether you are one of the nearly 30 million Americans living with diabetes or the 86 million Americans with prediabetes, or you simply want to live a healthier lifestyle, the Eat Well, America!™ campaign will show you how easy and joyful healthy eating can be for everyone.

Each week during November, the Association will share nutritious recipes selected by noted chefs and cookbook authors for every meal of the day, including snacks and special occasion treats. Not only that, but the Association will teach Americans how to choose, prepare, serve and eat healthy food that is both delicious and nutritious. From tip sheets to shopping lists, we'll help make healthy eating a fun and easy part of daily life.

Looking to prepare a healthy Thanksgiving Day meal? The Association will include seasonal recipes and tips to ensure you don't miss out on the autumn and holiday flavors you love.

Additionally, the Association will spotlight what healthy, simple and enjoyable meals look like on National Healthy Lunch Day, November 17. On this day, the Association will show Americans how to "Lunch Right with Every Bite" and make better food choices to counter expanding waistlines, whether you are packing a lunch at home or purchasing lunch on the go. We encourage you to share photos of your healthy midday plates on social media using the hashtag #MyHealthyLunch to contribute to the conversation—and inspire your friends and families to make healthy lunch choices that best fit their own lifestyles.

Eating well is one of life's greatest pleasures, and enjoying delicious, healthy food helps with diabetes management. As the Association marks its 75th anniversary, they want to give people the tools they need to achieve health and wellness every single day.

Visit www.diabetesforecast.org/adm or call 1-800-DIABETES for meal planning, shopping tips, grocery lists, chef's preparation secrets, delicious recipes and more.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Camille Bolman - November 4
Special Education

Diana Lawrence - November 6
Educational Equity

Barbara Hunter - November 7
Warehouse

Barbara Fullmer - November 8
Educational Equity

Jamey Pease - November 11
Wright Elementary

Linda Liebmann - November 12
Jones Center

Bonnie Seastrand - November 12
Truman Elementary

Carolyn Carty - November 15
Human Resources

Anita Williams - November 16
Kennedy Jr. High

Colleen Hughes - November 17
Farnsworth Elementary

Audrey Price - November 20
Granite Education Foundation

Doreen Yates - November 20
Olympus High

JeriLynn Bliss - November 26
Jackling Elementary

Kari Parry - November 26
Taylorville High

Diana Pennington - November 27
Communications

Shirlene Teigen - November 27
Hunter Jr. High

Tennille McCleve-Mendez - November 29
Wright Elementary

Lana Sutton - November 29
Health Related Services

Kathy Arishita - November 30
Support Services

Stephanie Maarse - November 30
Human Resources

Richelle White - November 30
Payroll



Tips & Tricks

submitted by Stephanie Rees, Elementary Board Member

What did I walk in here for?

Have you ever left your desk, walked down the hall and asked yourself "What did I walk in here for?" This is me almost once a day. I find that with so much going on, if I don't set reminders or make notes, it's out of my head faster than it came in. Here are a few tricks that work for me.

Short term reminders: I found myself going through so many stickie notes a day, I needed to find a new solution. I received a gift in district mail one day, a 5 x 7 adhesive dry erase page. It's great! I make quick notes to remind me of things someone called about or came by to ask me. Once done, I erase them. I use those great small dry erase markers with a small eraser on the cap (see picture). I'm saving countless stickie notes a day and am not feeling like "What did she just ask me to do?"



Long term reminders: I have found that my Outlook calendar is great for setting reminders for monthly or future events. For example, I'm responsible to get our Building Inspection turned in by the end of the month. So, I set an appointment on my calendar for the 25th of each month. It pops up 'Building Inspection Reminder', I email our custodian a 'reminder' that it's due. Then, I snooze my calendar reminder for a day. By the next day, the custodian has given me the inspection, I have my principal sign it and I send it in. The reminder pops up and I only dismiss it once I've sent it in, if not, I snooze it again and follow up with the custodian.

Another way that I use my Outlook calendar is to remind me about Conditional Immunization Students. I set an appointment for when they are eligible for their next shot. When the reminder pops up, I snooze it for a day and send the parents a reminder letter or call and I don't dismiss it until the updated shot record comes in.

I also use the Calendar to remind me to change or turn off the bells. If it's your responsibility to adjust your bells, this is great. I set a reminder the morning of a day the bells need to be adjusted or right after school is out to remind me to turn them off for a break and another reminder the morning we are back from the break to turn them back on. Once a year I go through the full school calendar and add appointments to my Calendar, examples: '11/25/15 @ 7am - change bells to early day', '11/25/15 @ 2pm - turn bells off', '11/30/15 @ 7 am - turn bells back on'.

Yummy Tomato Basil Soup

Submitted by Darla Williams, Secretary

This is an easy and yummy soup for a crisp fall day.

Mix:

- 1 - 28 oz. Can of Crushed Tomatoes
- 1 - 28 oz. Can of Diced Tomatoes
- 1 T Crushed Garlic
- 2 Cups Chicken Broth

Bring to a boil and boil 10 minutes, stirring frequently. Turn heat to low.

Add:

- 1/3 Cup Butter
- 2 T Sugar
- 1 Cup Heavy Cream
- ***THIS MUST BE ADDED VERY SLOWLY, STIRRING CONSTANTLY
- Chopped Fresh Basil, as desired (15-20 leaves)



Welcome Members

Submitted by Traci Pritchett, Membership Chair

The following is a list of new and renewed GAEOP members, so happy to have you part of our team. If you would like to join GAEOP, please contact Traci Pritchett at trritchett@graniteschools.org.

- Cyndie Dotson, Cottonwood High
- Kathy Ellis, Human Resources
- Cindy Kohler, Cottonwood High
- Jeri Maples, Kearns High
- Vicki Platt, Orchard Elementary
- Keelee Powell, Orchard Elementary
- Jill Rasmussen, Taylorsville Elementary
- Jamie Riley, Maintenance Dept.
- Linda Rodriguez, Cottonwood High
- Irene Schiers, Hunter High
- Bonnie Smith, Evergreen Jr. High

Next Article
Deadline:
November
15th

"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



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Visit Our Website

www.gaeop.weebly.com

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Salt Lake City UT 84115

2015-2016 GAEOP Board Members

President

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

Vice President

Kari Parry
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385-646-6903
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Secretary

Darla Williams
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Treasurer

Kathy Roos
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Historian

Cindy McCleve
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Membership

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tpritchett@graniteschools.org

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Leanne Helbling
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385-646-4804
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Elementary Board Member – West

Stephanie Rees
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385-646-4858
srees@graniteschools.org

Junior High Board Member

Amy Torres
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385-646-3501
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Senior High Board Member

Karen Bowden
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385-646-5254
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Administrative Board Member

Diana Pennington
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385-646-4529
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Executive Board Member

Carol Berlin
Teaching & Learning
385-646-4513
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Part Time Board Member

Mary Duersch
Taylorsville High School
385-646-6912
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2015-2016 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Donnette McNeill-Waters - Human Resources
Verneita Hunt - Human Resources
Gail Howe - School Accountability Services
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 - Communications
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.