

THE Link

November 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 opportunities for personal and professional growth, leadership, service, networking and recognition to all educational office professionals.

GAEOP is an affiliate of the Utah Association of Educational Office Professionals and the National Association of Educational Office Professionals



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Teresa's Tidbits



*Teresa Himmelberger
GAEOP President*

What are you grateful for?
So many things come to my mind, of course my wonderful husband and children, family, job, and friends. But, have you ever included things such as smells, food, sounds, memories, abilities, challenges (because what challenges us, makes us stronger), and technology? Sometimes, I get so stuck on

the obvious things, I forget to look outside the box to realize all I can be grateful for. November is the month of gratitude, so take a few minutes and think about all that you have to be grateful for. I have included a chart I found on Pinterest of 30 days of gratitude. It may help you realize the **not so** obvious things. I have mentioned some above, and you could make your own list as well. This is also the month that we gear up for the mass hysteria of the holidays. Remember to be kind to those that may test your patience (yes, I know, easier said than done). I love the song "Humble and Kind" by Tim McGraw. What a great message he gives. If you would like to see the video, click on this link <https://www.youtube.com/watch?v=awzNHuGqoMc>: You do not have to like country music to be truly touched by this message ~ *Always Stay Humble and Kind*.

I am grateful for all of you that give of your hearts each day to the kids in our district. Thank you for your friendship over the years and your continued support of GAEOP. You truly are what makes us great!

Happy Thanksgiving!

*"Teresa Himmelberger, CEOE
GAEOP President*

"Surf the Wave to a Positively Charged Life"



#1 What smell are you grateful for today?	#2 What technology are you grateful for?	#3 What color are you grateful for?
#4 What food are you most grateful for?	#5 What sound are you grateful for today?	#6 What in nature are you grateful for?
#7 What memory are you grateful for?	#8 What book are you most grateful for?	#9 What place are you most grateful for?
#10 What taste are you grateful for today?	#11 What holiday are you grateful for?	#12 What texture are you grateful for?
#13 What abilities are you grateful for?	#14 What knowledge are you grateful for today?	#15 What season are you grateful for?
#16 What about your body are you grateful for?	#17 What knowledge are you grateful for today?	#18 What piece of art are you grateful for?
#19 What touch are you grateful for today?	#20 Who in your life are you grateful for?	#21 What song are you most grateful for?
#22 What story are you grateful for?	#23 What tradition are you grateful for?	#24 What challenge are you grateful for?
#25 What moment this week are you most grateful for?	#26 What knowledge of expression are you most grateful for?	#27 What small thing that you use daily are you grateful for?
#28 What small thing that happened today are you grateful for?	#29 What friend/family member are you grateful for today?	#30 What talent or skill do you have that you are grateful for?

Text prompts courtesy of www.TextMyJournal.com

In keeping with my promise to share information about GAEOP programs, here is an overview of two additional scholarships we provide.

The **Winona Fullmer Member Scholarship** is designed to assist members of the Granite Association of Education Office Professionals who are pursuing a Professional Standards Program (PSP) Certificate or Granite Certified Office Professional (GCOP) through continuing education. This scholarship is valued at \$250.

The **Metos Student Scholarship** is designed to assist business education students who wish to continue their education and pursue office-related careers, preferably in the education field. The scholarship is valued at \$400.00.

For more information on these and other scholarships, click on the link provided. <http://gaeop.weebly.com/scholarships--awards.html>



Granite Park Junior High Secretaries

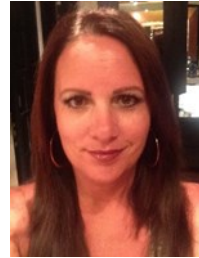
submitted by Samantha Basham, Jr High Representative

Dawnette Dial, Counseling Secretary



Dawnette has been working at Granite Park Jr. for about 15 years and is quick to mention that Granite Park Grizzlies are the BEST! She wanted to be a teacher when she was young and even though that didn't come to fruition, this position has given her the opportunity to still work and interact with the students. She is often asked if she has any kids and is quick to respond, "hundreds!" Family is very important to her and she hopes to instill that love and respect for the family with all the students who spend time in her office. Dawnette loves spending time outdoors, gardening, crafting, and working on her home and vehicles.

Samantha Basham, Principal Secretary



Sam has been with the district for 12 years. She started at the Jones Center, then Transportation as the mechanic's secretary, then moved to South Kearns Elementary as the Principal Secretary. In January of last year became the Principal Secretary at Granite Park Jr. High. She enjoys working with the students and staff and loves the craziness of the school. Sam is married and has 3 daughters, ages 21, 20 and 8. When not at school, she spends her time as a full on crazy "cheer mama," runs a hair bow business and loves to sit on the beach in Mexico.



Nachely Gonzalez, Counseling Clerk



Nachely just started working at Granite Park Jr. High this August in the Counseling Center. She has many duties that include assisting the school counselors in activities, planning meetings, organizing files, and so on. She is very friendly and is a great help to all the staff at the school. Nachely also attends classes at Salt Lake Community College, working toward her Associate's Degree. Her interests include drawing and writing short stories.

Rafael Torres, Bookkeeper/Financial Secretary



Rafael started with Granite School District as a Comprehensive Guidance Assistant in 2011 at Granite Park Jr. High. In August of 2015, he transferred to the position of Bookkeeper. As a former Granite Park student, working at Granite Park feels like returning home. He is currently attending the University of Utah studying industrial design. His hobbies include, but are not limited, to drawing, design, coding, and learning to play musical instruments.



Inservice Opportunities

submitted by Danielle Kitchen, Inservice Committee Chair

The following inservice classes will be offered during December. More information about these classes, including how to sign up, will be sent via email. We have several computer/technology classes that will be offered in January, February and March. Those dates and times will be listed in the next issue of the LINK.

Immunizations	Thursday, December 1	9:00 - 10:00 am	Auditorium A, GEC
USIIS Work Session	Thursday, December 1	10:00 - 11:00 am	C-121, GEC
Immunizations	Thursday, December 1	1:00 - 2:00 pm	Auditorium A, GEC
USIIS Work Session	Thursday, December 1	2:00 - 3:00 pm	C-121, GEC
OptiView	Tuesday, December 13	9:00 - 10:30 am	C-121, GEC
OptiView	Tuesday, December 13	1:00 - 2:30 pm	C-121, GEC

November "Going the Extra Mile" Recipient

submitted by Stacy Bushell and Jennifer Justesen, "Extra Mile" Award Committee

Bonese Snarr, Wasatch Junior High

Bonese Snarr was nominated by her co-workers at Wasatch Jr. High. Here are some of the comments from the 16 people who had something to say about their AWESOME secretary.

- "Bonese has continued to impress me with her kindness and total commitment to her position here at Wasatch."
- "She definitely goes beyond her job description and is the stability of our school atmosphere."
- "I think Bonese is amazing. I can't get over how she drops everything and makes your request #1 no matter what she's in the middle of."
- "The thing that impresses me about Bonese is that she genuinely cares about everyone; remembers information about family members, inquires about teachers' families and interests, is a wonderful co-worker and a good friend. For instance; she prepared a bulletin board in the faculty room that was titled: "You are one in a minion." She worked at home cutting out and coloring over 30 minions giving each minion his/her own personality. Passing that bulletin board every day caused us all to smile! She does this because she wants us to feel valued and special."



Keep those nominations coming. Emails are sent out each month with a Google form to nominate. 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 Stacy Bushell sbushell@graniteschools.org or Jennifer Justesen jjustesen@graniteschools.org.

Kudos Corner

submitted by Stacy Bushell, "Going the Extra Mile" Committee Chair

We've had a fantastic response to our request of nominations for the Going the Extra Mile Award. Here is a list of all nominees for October and November. Congratulations to everyone who was nominated. We love reading about the awesome things you're doing!

Cris Brimley
Alyssa Carraway
Teresa Evans
Julianne Hamblin
Debbie Larsen
Dena Loveless
Tina Madsen
Mayeli Ramos
Connie Roberts
Gina Salguero
Gaylawn Starnes
Susan White

Churchill Jr.
Educational Technology
Cottonwood High
Fox Hills Elementary
Oakwood Elementary
David Gourley Elementary
Pioneer Elementary
West Valley Elementary
Wilson Elementary
South Kearns Elementary
Human Resources
Cyprus High



*One small
positive
thought in the
morning can
change your
whole day.*

November is...

American Diabetes Month

“Observed every November, American Diabetes Month is an important element in the American Diabetes Association’s efforts to focus our nation’s attention on the disease and the tens of millions of people affected by it.” One in 11 Americans has diabetes, and 86 million are at risk for developing the disease. You may be surprised to learn that diabetes causes more deaths than AIDS and breast cancer combined. It’s likely we all have “friends, family members, and neighbors managing the day-to-day triumphs and challenges of the disease.” *Source: American Diabetes Association*




World Kindness Day

“World Kindness Day (November 13) is to highlight good deeds in the community focusing on the positive power and the common thread of kindness which binds us. Kindness is a fundamental part of the human condition which bridges the divides of race, religion, politics, gender and zip codes.” *Source: Wikipedia*



Dates & Deadlines:

November 11, 2016	Veterans Day
November 15, 2016	GSD Board Meeting - 5:00 pm
November 15, 2016	Link Articles Due - December Issue
November 17, 2016	GAEOP Board Meeting - 5:00 pm
November 23-25, 2016	Thanksgiving Recess (schools & district office closed)
March 11, 2017	UAEOP Annual Conference, Salt Lake City
May 31, 2017	GAEOP Professional Development Day, Cottonwood High School
July 12-15, 2017	NAEOP Annual Conference & Institute, Greenville, SC



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 Lesa Campbell or Teresa Himmelberger.

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

Kaydean Judy - November 8
Granger High

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

Colleen Hughes - November 17
Educational Technology

Audrey Price - November 20
Granite Education Foundation

Doreen Yates - November 20
Skyline High

JeriLynn Bliss - November 26
Jackling Elementary

Kelly Franz - November 26
Cottonwood Elementary

Kari Parry - November 26
Taylorville High

Diana Pennington - November 27
Support Services

Shirlene Teigen - November 27
Hunter Jr. High

Tennille McCleve-Mendez - November 29
Wright Elementary

Stephanie Maarse - November 30
Human Resources

Richelle White - November 30
Payroll

Tips & Tricks

submitted by Amy Torres, GAEOP Vice President

This list was shared at the NAEOP conference this past summer. I hope you enjoy it as much as I do.

11 Things to Remember When Going Through Difficult Times at Work and In Your Personal Life

1. Everything can and will change.
2. You've overcome challenges before.
3. It's a learning experience.
4. Not getting what you want can be a blessing.
5. Allow yourself to have some fun.
6. Being kind to yourself is the best medicine.
7. Other people's negativity isn't worth worrying about.
8. You have lots of strengths as a person.
9. Anything is possible.
10. Great things take time.
11. There is always, always, always something to be thankful for!



Recipe

Submitted by Lesa Campbell, GAEOP Secretary

Homemade Potato Soup

- 6 potatoes, peeled and cut into bite size pieces
- 2 leeks, washed & cut into bite size pieces (optional)
- 2 onions chopped (can use less)
- 1 carrot, pared and sliced
- 1 stalk celery, sliced
- 4 chicken bouillon cubes
- 1 Tbsp. parsley flakes
- 5 cups water
- 1 13 oz. can evaporated milk
- Chopped chives



Put all ingredients except evaporated milk and chives in crock pot or soup pot. Cover & cook on low 10-12 hours (using high 3 to 4 hours) or (stove top 1 hour). Stir in evaporated milk during last hour. If desired, mash potatoes with masher before serving. Serve topped with chopped chives.

New/Renewing Members

Submitted by Leesa Rij, Membership Chair

Welcome to our newest GAEOP member:

- Tiffani Robison Olympus High

Members who have renewed since the last newsletter:

- Jeri Bliss Jackling Elementary
- Jana Klein Resource Development
- Tammy Pearce Taylorsville High
- Sandra Riches Resource Development
- Cindy Venz Transportation
- Susan White Cyprus High

We gain strength when we unite and support one another. GAEOP now has 275 members. If you would like information about joining GAEOP, please contact Leesa Rij at rij@graniteschools.org, or check out our website at www.gaeop.weebly.com.





“The Link” is published 10 times per year for approximately 500 secretaries of Granite School District. Contributed materials are welcome and should be sent to the editor via email:

Julianne Hamblin

Fox Hills Elementary
385-646-4828

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:
UAEOP

Utah Association of
Educational Office Professionals
NAEOP

National Association of
Educational Office Professionals

“Surf the Wave to a Positively Charged Life”



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

Visit Our Website

www.gaeop.weebly.com

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2016-2017 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Leslie Bell - School Accountability

Marijean Wolf - Talent Development

Terri Roylance - Cottonwood High School

Teresa Himmelberger - GAEOP President; Payroll Office

Amy Torres - Kearns Jr. High School

Lesa Campbell - Maintenance

Stacy Bushell - Cottonwood High School

Danielle Kitchen - School Accountability

Leesa Rij - Moss Elementary

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