

# The Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

November 2019

## 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*



With the holidays approaching, it is always a great time to reflect on all the things we are grateful for. I recently received a text from a coworker with a list of certain traits we as

individuals have, and an example of the perception of each one. Ponder these:

**Faith** – Villagers decide to pray for rain. On the day of prayer, all the people gathered, but only one boy came with an umbrella.

**Trust** – When you throw babies in the air, they laugh because they know you will catch them.

**Hope** – Every night we go to bed without any assurance of waking up the next morning, but yet we set our alarms.

**Confidence** – We are always planning for tomorrow, even though we have no knowledge of the future.

**Attitude** – A sentence was written on an 80-year-old man's shirt – "I am sweet 16 with 64 years of experience."

**Love** – We see the world suffering, and yet there are marriages being performed and families being made.

As you go through this holiday season, remember to not just say the word gratitude, but live by it.

Wishing you a wonderful day of thanks with your family, friends and colleagues.

Continue to Always Stand Tall!

Teresa Himmelberger, CEOE  
GAEOP President

## GAEOP Scholarships

*Submitted by Julianne Hamblin, CEOE,  
GAEOP Vice President*

Our school just finished our annual fundraiser. Each year I am amazed again by the generosity of our students and their parents as they work to raise funds, or to simply donate to the school.

Thanks to generous donors, GAEOP is able to offer several scholarships to benefit students pursuing higher education and members seeking professional development or lifelong learning opportunities.

The **Helen P. Metos Student Scholarship** is valued at \$500 and is designed to assist students who wish to continue their education in a business or office-related career. Students apply in their senior year of high school. The application is due January 9, 2020.

The **Winona Fullmer Member Scholarship** is valued at \$250 dollars and is designed to assist members of GAEOP who are furthering their education.

The **NAEOP Conference Member Scholarship** is designed to assist members of GAEOP who are pursuing a Professional Standards Program (PSP) or Granite Certified Office Professional (GCOP) Certificate. This scholarship provides up to \$750 toward registration and airfare for the member to attend a NAEOP conference.

For information about all of our scholarships, and applications, please check out our website: [gaeop.weebly.com](http://gaeop.weebly.com) and click on the Scholarships and Awards tab.





## In the Spotlight

Submitted by Ashley Beesley



Jeri and her husband in Hawaii last year.

### Jeri Bliss—Principal Secretary, Jackling Elementary

My name is Jeri Lynn Bliss. I started with Granite in 1994 at Central High. In 1998, I accepted the position of principal secretary at Jackling Elementary. I have been married for 40 years to my best friend and sweetheart. We have four children and 11 grandchildren. We keep busy by attending baseball, basketball, soccer, and football games as well as tennis matches, school plays and dance recitals. We love every minute of it. I enjoy reading and hanging out with my daughters. I do not enjoy cooking, but I really like eating! We don't get many opportunities for travel, but this photo was from our trip to Hawaii last Christmas. It was a wonderful experience. I never thought I would actually get to Hawaii.

I am grateful for the wonderful people that I work with at Jackling. They are not just co-workers, they are friends.

### Pam Bullock—Lunch Secretary, Jackling Elementary

Hi, my name is Pam Bullock (the kids call me) MISS PAM. My two boys attended Jackling and I started to work at Jackling in 1997. I was PTA President and worked as a recess aide, substitute teacher and am currently the lunch secretary. Together, my husband and I have four wonderful boys and nine grandkids that I absolutely adore. I love being outdoors anytime! I love doing anything crafty and creative. Ask anybody that knows me and they will tell you that I LOVE being here at JACKLING!



### Jessica Brooks—Attendance Secretary, Jackling Elementary

Hello, I'm Jessica Brooks. I keep track of attendance at Jackling this year. I have worked here at Jackling for a year and two months. I have worked for Granite School District for almost two years. I started out as a 504 aide, and then became a reading aide last year here at Jackling. I have a degree from BYU in Engineering. I have five children and three have graduated, one is still in high school and the other is in third grade. I love to read and I always have a book in my hand. My life has been centered around my family and helping my children succeed. I have enjoyed working in the schools and watching the students grow and learn.

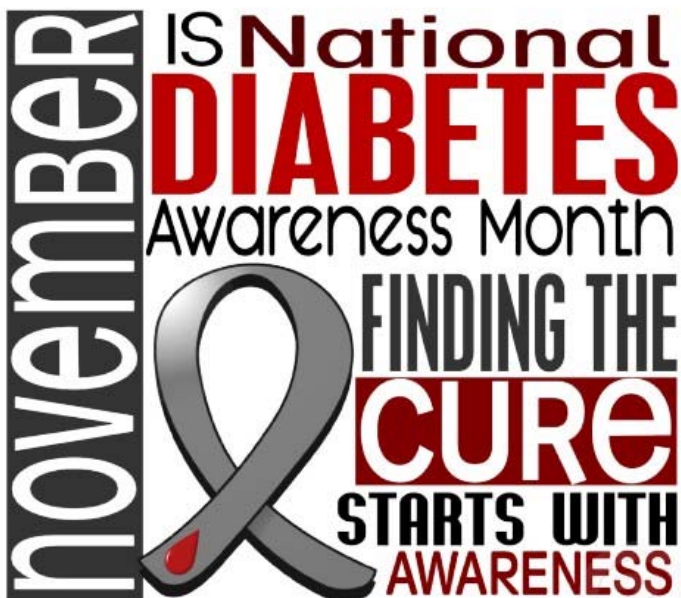


## Our Ripples

Submitted by Stephanie Rees, GAEOP Newsletter Editor

Don't wait for things to get better. Life will always be complicated. Learn to be happy right now, otherwise you'll run out of time.

@thestreetquotes



# Going the Extra Mile—November 2019 Winner

Submitted by Kathie Woodruff, GAEOP Secretary

### Jennifer Vargo—Kennedy Jr. High

*Jen is our bookkeeper by title. However, Jen supports all of the staff in the front office. She does an exceptional job of tracking our money, following district protocol and guidelines, ensuring that we are compliant with district expectations and keeping our budget on track. Jen also will fill in for our registrar, our secretary, our comprehensive guidance clerk, and our counselors when and if she is needed. Jen does all of this without complaint and willingly steps in to support the staff she works with. Jen can usually be heard singing a song or humming to let everyone know that she is positive and happy.*

*She brings a sense of calmness to our staff, even when she is being confronted by an angry parent (swearing at her repeatedly and yelling) or dealing with a difficult situation (teacher upset because of a change in procedures) and Jen listens to help the teacher calm down. Jen will listen and find a positive spin on the change and encourage the teacher to see the positive.*

*Jen has initiated a "word of the week" challenge to the front office staff. Jen will select a word such as "teamwork" or "motivation" and the front office staff is challenged to use the word all week as often as possible in conversations. Jen is such a positive influence for our students, our teachers, and our staff. Jen will share ideas and suggestions for improvement. She works well with all stakeholders in our community and maintains good relationships with all.*

*She is an outstanding bookkeeper and employee! She is very deserving of recognition for going the extra mile.*

Mary Basso



Congratulations to

## Jennifer Vargo

**"Going the Extra Mile"  
Award Recipient**

November 2020



## Going the Extra Mile—November Nominees

Submitted by *Kathie Woodruff, GAEOP Secretary*

Congratulations to the following Office Professionals for being nominated for the Going the Extra Mile Award this month.

Trinda Burnett	Educational Technology
Cathy Bird	Skyline High School
Cherilyn Bramal	Career & Technical Education
Oli Pulou	Academy Park Elementary
Aleshia Stutz	Neil Armstrong Academy Elementary
Deann Jensen	Bennion Junior High
Alyssa Carraway	Educational Technology
Tia Athens	Spring Lane Elementary
Sue A. White	Magna Elementary
Liliana Arias	Granger High School
Doreen Yates	GEC – Special Education
JaNan Himmer	Monroe Elementary
Cathleen Carter	Granite Peaks @ Granite Connections
Melanie Soto	District Office Communications
Melissa Maughn	Cottonwood High School
Kacie Pfeil	Cottonwood High School



To nominate a deserving office professional, please use this QR code to access the google form on our website:



## Dates & Deadlines

November 3, 2019	Daylight Savings ends—Fall back
November 20, 2019	“The LINK” articles due for December
November 27-29, 2019	Thanksgiving Recess
December 20, 2019	“The LINK” articles due for January
December 23, 2019	Winter Break begins for schools
January 2, 2020	School resumes
January 10, 2020	In-service (see page 7)
May 28, 2020	GAEOP PD Day
July 20-24, 2020	NAEOP Annual Conference Salt Lake City, Utah



# Granite Certified Professional Standards Program (GCPS) Professional Standards Program (PSP) Corner

*Submitted by Gayna Breeze, CEOE, Administrative Representative*

This month we are focusing on clarifying a question that was raised about which Lynda.com courses would be approved for GCOP credit. The GAEOP weebly website lists the following:

The following courses, offered through Lynda.com, are approved for GCOP credit.

- Business Etiquette: Phone, Email and Text
- Excel
- Google Sheets
- Handling Workplace Change
- Managing Up
- Mastering Common Interview Questions
- Note Taking
- Office 365
- Overcoming Procrastination
- PDF
- Planner
- PowerPoint
- Time Management
- Yammer 2016
- Web Conferencing
- Word
- Writing a Resume

Some of these are specific courses, and some are categories. For example: Lynda.com offers a large variety of excel or word courses and they continuously update their offerings with new material. It would be unrealistic for GSD to keep updating a specific list of exact courses. Hence, the answer is: Any current or relevant course that falls under the approved category (in this example we are using Excel or Word) would be approved for GCOP credit.

### Local / State / National News

This month the National Association of Educational Office Professionals announced all NAEOP Member-PSP applicants who were approved for certification and recertification for the September 15, 2019 deadline. Across the nation, there were 34 new recipients and 22 re-certifications. Upcoming filing deadline will be January 15<sup>th</sup> and May 15<sup>th</sup>. If you are interested in applying for the National PSP, it would also be recognized by Granite School District for your stipend. (See the GAEOP Weebly website for more details.) These 56 recipients, and any who are approved by May 15th will have the opportunity to walk the stage during a special PSP recognition banquet that will be held July 22, 2020 at the NAEOP Conference here in Salt Lake City. If you want to learn more, please check out the website <https://www.naeop.org/programs/professional-standards-program.html>.

## Tried & True Recipe

*Submitted by Kathie Woodruff, GAEOP Secretary*

A Crowd Pleaser...No one can stop eating it!

This makes my mouth water! We have served this at our Jefferson Christmas Party for the past 20 years – faculty request!!! They load up their plates with dip and pieces of bread, eat it and come back for more.... and more....and more!!

### Dill Beau Monde Dip

- 1 1/3 C Sour Cream
- 1 1/3 C Mayonnaise (Best Foods)
- 2 T Parsley Flakes
- 2 T Dill Weed
- 2 tsp Minced Onion
- 2 tsp Beau Monde (spice)

Mix together and enjoy!



## Tips & Tricks

Submitted by Diane Roberts, GAEOP Membership Chair

### HOW TO ORGANIZE YOUR DESK

Kathryn Vasal CNN.com



**1. Get your layout right.** Your monitor should be in front of you at eye-level and about 17 inches from your body, according to Zaslow. Put frequently-used items, like the phone or supplies, on your dominant side to avoid having to reach across.

**2. Mind your office supplies.** Supplies used everyday can go on the desk. Items used a couple time a week should go in a drawer under or to the side of a desk. "Getting up even just once a day for a pencil or paper clip is shutting your brain off a project you are working on and you will have to come back and re-center." Said Amy Trager, a professional organizer in Chicago. It's also best to group like items together. "All your office supplies should be kept together, not split up in multiple drawers," said Andrew Mellen, a professional organizer.

**3. Go easy on reminders.** When it comes to sticky notes, moderation is key. Framing your monitor with notes isn't the most effective. "They've lost their usefulness at that point." Said Trager. Use them for important short-term reminders.

**4. Don't go overboard with personal knick-knacks.** Maintaining work-life balance is hard, especially on your desk. Family pictures, vacation souvenirs and other trinkets can provide positive feelings during the work day, but too many mementos can be a distraction. "Our eyes pull every single thing in front of us and our brain processes it—even if we don't realize it," explained Zaslow. A desk full of stuff means "that is a lot of work and editing for you." She recommended keeping no more than three personal items on a desk.

**5. Control your Inbox.** E-mail is a convenient way to communicate, but it can also be a major distraction. If it becomes too much of a distraction, Trager recommended designating certain time periods throughout the day to check and respond to email. "The rest of the time is for work." Also, don't be afraid to disable the pop-up notices for e-mail if it interrupts work flow.



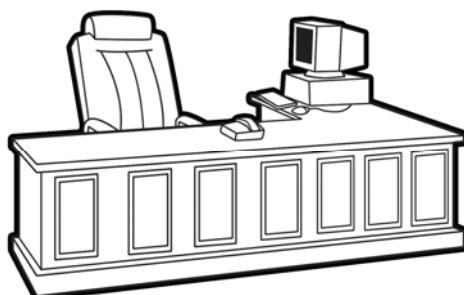
**6. Embrace white space.** Keep a paper-sized free space to your dominant side as a designated work space to make it easier to review or sign documents.

**7. Prioritize your work flow.** Only keep relevant and active projects and documents on your desk. When work gets backed up, it's easy to get overwhelmed and stall productivity, so here's how Trager recommended grouping projects to prioritize:

- A. Important and urgent
- B. Urgent, but not necessarily important
- C. Important, without urgency
- D. Non-urgent, and not important

She added vertical file holders help avoid stacking folders on top of each other and overlooking the ones not on top.

**8. Reassess frequently.** Keeping a desk organized requires frequent upkeep and assessments, so be sure to take a weekly scan of your desk to make sure everything still deserves a spot on your work space.



## The Benefits of GAEOP Membership

“Always Stand Tall”

GAEOP is a voice for office professionals within the district.

**WITHOUT MEMBERSHIP-THERE IS NO ASSOCIATION.**

GAEOP provides...

- \* An advisory committee is established by the President. Meetings are held to advocate for office professionals
- \*Members of the GAEOP Board also meet with administration during Meet and Confer
- \*Quarterly training and in-service opportunities. Attending these helps you learn new skills and earn your PSP/GCPS certification. That equals more \$\$ for you
- \*"The LINK" monthly newsletter
- \*Opportunities to network with other secretaries to create support systems and friendships
- \*You are recognized with a small gift on your birthday and Administrative Professionals Week
- \*Professional Development Day planned for all office professionals

Renewing or joining is easy! Say yes to payroll deduction and a one-time charge of \$15 will be taken from your next paycheck. Payroll deduction simplifies the process and gives an accurate record. Checks will still be accepted

To sign up, renew, or ask a question - email Diane Roberts, Membership Chairman, at droberts2@graniteschools.org

Yes! Please sign me up to be a member of GAEOP for the 2019-2020 school year. My method of payment is...

\_\_\_ Payroll deduction (\$ 15.00 annually - contract employees)

\_\_\_ Check enclosed # \_\_\_

My birthday (month and day) \_\_\_\_\_ Employee # \_\_\_\_\_ (for payroll deduction)

Name \_\_\_\_\_

Location \_\_\_\_\_

New Member \_\_\_\_\_ or Renew \_\_\_\_\_

Please interoffice the tear-away section to Diane Roberts at Bridger Elementary or Teresa Himmelberger in Payroll. Thanks!

## In-service Opportunities

*Submitted by Gayna Breeze, CEOE, Administrative Representative*

Don't forget, you can update your skills and do training on your own through Lynda.com (see page 5) and you can refresh your memory by referring to previous trainings on GAEOP.weebly.com and the 4GAEOP.Weebly.com. This is a work in progress, so you may want to check back often. Here is a link to the PowerPoint that was used for the September Resources Class. [https://graniteschools-my.sharepoint.com/:p:/g/personal/gbreeze\\_graniteschools\\_org/Eee3oL2clx5DtLNi\\_h93IwB3UymnwRoNaWnB9Q9SHL32w?e=1RQRqX](https://graniteschools-my.sharepoint.com/:p:/g/personal/gbreeze_graniteschools_org/Eee3oL2clx5DtLNi_h93IwB3UymnwRoNaWnB9Q9SHL32w?e=1RQRqX) Tip: Slide#3 has a table of contents with hyperlinks that take you directly to that part of the PowerPoint as long as you are in the PowerPoint app and not in the online version.

Date:	Time:	Location:	Class:
11/22/2019	9:00 am - 11:00 am	C121	Blackboard
12/17/2019	9:00 am - 11:00 am	C121	Blackboard
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	C121	Collaboration - Sharing Files
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D228	Excel Basics
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D226	One Note
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D314	Calendaring Tricks



# National Days & GAEOP Member Birthdays!

*What fun day does your birthday fall on?*



## November

### 1 Authors' Day

**Wendy Heslink**  
NAEOP Past President

### 2 Day of the Dead

**Cheyenne Ashton**  
Cyprus High

### 3 Sandwich Day

### 4 Candy Day

### 5 Doughnut Day

### 6 Nachos Day

### 7 Bittersweet Chocolate Day

### 8 STEAM Day

**Brynn Winn**  
Human Resources

### 9 Art Museum Day

### 10 Vanilla Cupcake Day

### 11 Veterans day / Sundae Day

**Jamey Pease**  
Wright Elementary

### 12 French Dip Day

**Linda Liebmann**  
Granite Transition Services

**Karen Manning**  
Skyline High

**Bonnie Seastand**  
Truman Elementary



### 13 World Kindness Day

**Shirlee Carroll**  
Churchill Junior

**Trinda Burdett**  
Educational Technology

### 14 Pickle Day

### 15 Recycling Day

**Carolyn Carty**  
Human Resources

### 16 Button Day

**Tamra Popelmayer**  
Stansbury Elementary

### 17 Hiking Day

### 18 Princess day

### 19 Camp Day

### 20 Peanut Butter Fudge Day

**Audrey Price**  
Granite Education Foundation

**Doreen Yates**  
Skyline High

### 21 Gingerbread Cookie Day

### 22 Go for a Ride Day

### 23 Adoption Day

### 24 Sardines Day

### 25 Parfait day

### 26 Cake Day

**Kelly Franz**  
Cottonwood Elementary

**Jeri Bliss**  
Jackling Elementary

**Kari Parry**  
Taylorsville High

### 27 Bavarian Cream Pie Day

**Shirlene Teigen**  
Hunter Junior

### 28 French Toast Day

### 29 Lemon Cream Pie day

**Lana Sutton**  
Health Related Services

### 30 Mason Jar Day

**Stephanie Maarse**  
Human Resources







“The Link” is published 10 times per year for approximately 500 office professionals 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** National Association of Educational Office Professionals



“Always Stand Tall”



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

Visit Our Website

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

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## 2019-2020 GAEOP Board Members

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### Elementary Representative – West

*Vacant*

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## 2019-2020 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Tina West—School Accountability

Garett Muse—School Accountability

Teresa Himmelberger - GAEOP President; Payroll Office

Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary

Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High

Jackie Hale – GAEOP Historian, Oakridge Elementary

Leanne Helbling – GAEOP Elementary East Rep, Crestview Elementary

Michelle Raymond – GAEOP Secondary Rep, Kearns High

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