

THE Link

November 2014

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

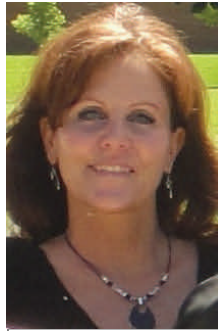


ELEMENTARY · DISTRICT · SECONDARY

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

Most stories of Thanksgiving history start with the harvest celebration of the pilgrims and the Native Americans that took place in the autumn of 1621. Although they did have a three-day feast in celebration of a good harvest, and the local natives did participate, this "first thanksgiving" was not a holiday, simply a gathering. There is little evidence that this feast of thanks led directly to our modern Thanksgiving Day holiday. Thanksgiving can, however, be traced back to 1863 when Pres. Lincoln became the first president to proclaim Thanksgiving Day. The holiday has been a fixture of late November ever since. (www.wilstar.com/holidays/thankstr.htm)

November is the time that I reflect on everything that I am thankful for. The list is long, but I wanted to share a few of the most important:

- The obvious one is my family. Family is what started me!
- My husband. I cherish him and am grateful for the events in my life that gave me the opportunity to meet him. I often ask him, "Where have you been all my life?"
- My children. I am blessed everyday for their life and the joy (and sometimes grief) they give me. I consider myself the luckiest mom ever.
- My friends. I have been so lucky to have great friends that I still get together with for birthdays, holidays, and sometimes just a girls' night out to a movie or primp (salon outings are the best).
- The association I have with each of you as office professionals. Over the years, I have been given the opportunity to meet new faces and get to know each of you. This district is a better district because of you.
- My job. I have been fortunate to have had some great jobs, ones that have given me experience and the opportunity to be where I am today.

If you don't step forward, you're always in the same place.

If you don't ask, the answer is always NO.

If you don't go after what you want, you'll never have it.

Last month we lost one of our very own, Vickie Burrow. I can say with all honesty that she was my friend and I am grateful for the time I spent with her. I have a book of memories from last year when we served on the GAEOP board together that I will cherish. She will be dearly missed.

Although being President of GAEOP is challenging, I am grateful for the chance to learn something new every day. Being part of this association is an opportunity we should all take advantage of.

May you all have a wonderful Thanksgiving and find a plethora of things to be grateful for!

*Teresa Himmelberger
GAEOP President
Together We Can...Sail On*



"Forever in my heart"

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Rosecrest Elementary Office Staff

Submitted by: Leanne Helbling, Elementary East Board Member



Christy Margetts, Principal's Secretary

My name is Christy Margetts. I am the Principal's Secretary at Rosecrest. I love my job! I have been here for 9 years and before that, I was at Lincoln Elementary for 12 years, which I loved also! I have been married to my wonderful husband Matt for 30 years. We have twins that are 28 and are both married and enjoying life! I have 1 grandson and a granddaughter coming soon and another grandson coming in January! I love the beach, sunshine, swimming and spending time with family!



Kim Winegar, Lunch Secretary

I am Kim Winegar. I work as the lunch secretary at Rosecrest and I love it! I love our students and faculty at Rosecrest. In my spare time I enjoy photography, learning new things on my guitar, music and spending time with my family. I have 3 children ages 16, 13 and 10. (oh and one age 43!) and a bull dog. I love being with my family creating memories and laughing every day!

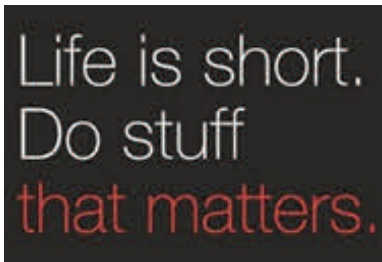


Shayna Kramer, Attendance Secretary

Hi, my name is Shayna Kramer and I have worked here at Rosecrest for the last 13 years. I am the attendance secretary as well as the lunch recess aide. I have 3 children, 22, 18 and 10, all of them attended school at Rosecrest and the youngest one still does. I am a huge U of U football fan and have had season tickets to the games and a tailgate pass for the last 21 seasons.

Dates & Deadlines:

November 2, 2014	Standard Time Begins
November 11, 2014	Veterans Day
November 12, 2014	GAEOP Board Meeting
November 13, 2014	Secretary Advisory Meeting
November 15, 2014	LINK Articles Due
November 18, 2014	GSD Board Meeting
November 20, 2014	GAEOP Open House (GEC)
November 26-28, 2014	Thanksgiving Recess
March 13-14, 2015	UAEOP Annual Conference Salt Lake City
June 10, 2015	GAEOP Professional Development Day Location TBA
July 22-25, 2015	NAEOP 81 st Annual Conference & Institute Buffalo, New York



Kudos to the following office professionals that have been recognized as a "Customer Service Star" in the Granite School District Employee Link newsletter.

- Rachel Morton, Olympus High**
- Doreen Yates, Olympus High**
- Sharon Chaus, Hunter High**
- Ruth Brown, Granger High**

Do you want to recognize a colleague for a recent accomplishment? Honor a fellow office professional for a recognition? Thank a friend for helping you on a project?

We want to hear from you so that we can let everyone know that Granite School District Office Professionals are awesome!

Please send kudos to Danielle Kitchen at dfkitchen@graniteschools.org

Professionalism

submitted by Cris Brimley, Junior High Board Member

It's essential to be professional if you want to be a success.
But what does "being professional" actually mean?

For some, being professional might mean dressing smartly at work, or doing a good job. For others, being professional means having advanced degrees or other certifications. Professionalism encompasses all of these definitions. But, it also covers much more.

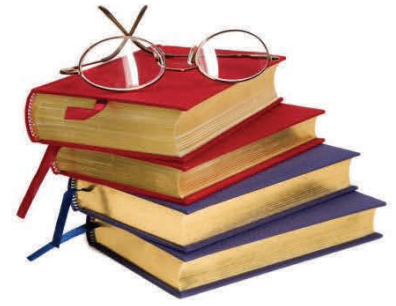
So, what is professionalism, and why does it matter?
And how can you be completely professional in your day-to-day role?

The Merriam-Webster dictionary defines professionalism as "the conduct, aims, or qualities that characterize or mark a profession or a professional person"; and it defines a profession as "a calling requiring specialized knowledge and often long and intensive academic preparation." These definitions imply that professionalism encompasses a number of different attributes, and, together, these attributes identify and define a professional. So, what are these attributes?

- Knowledge - Keep your knowledge up-to-date so that you can continue to deliver the best work possible.
- Competency - Get the job done. Be reliable and keep your promises. If circumstances arise that prevent you from delivering on your promise, manage expectations up front and do your best to make the situation right. Don't make excuses, focus on finding solutions.
- Honesty & Integrity - Keep your word. Never compromise your values and always do the right thing even when it means taking a harder road. If a project or job falls outside your scope of expertise, don't be afraid to admit it. Ask for help and be willing to learn from others.
- Accountability - Be accountable for your thoughts, words and actions, especially when you've made a mistake.
- Self-Regulation - Stay professional under pressure. Show respect to others and maintain a calm, business-like demeanor when dealing with stressful situations. Don't let a bad day impact how you interact with others.
- Image - Professionals look the part. Dress appropriately. When you do, you exude an air of confidence and gain respect.

Be the kind of professional that others respect and value. Be kind and polite to everyone no matter what their role or situation. Present a professional image in your attitude and dress. Show up for work or meeting fully prepared.

For more information about professionalism, visit www.MindTools.com.



Condolences



Vickie Burrow, GAEOP Past President, passed away unexpectedly on October 5, 2014. She was a secretary at Eastwood Elementary for 13 years. She recently moved to the Granite Education Foundation as the Administrative Secretary. She will be missed by many.

Vickie served the members of GAEOP with all her heart. In memory of Vickie, two new GAEOP members will receive a free membership for a year. This year, Julie Cowley, Skyline High, and Marilee Gibbs, Human Resources, will have their membership paid.

Also, the Granite Education Foundation has received funding from an anonymous donor to begin a scholarship fund in Vickie's name. A monetary award will be given annually, in her name, to a secretary within the Granite School District. Details and criteria are still being worked out. If you would like to contribute to the fund in memory and honor of Vickie, please send your cash or check to:

Vickie Burrow Memorial Fund, Granite Education Foundation,
2500 South State Street, D-108, Salt Lake City, UT 84115.



Our thoughts are with those who 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 Teresa Himmelberger or Darla Williams.

GAEOP Fall Social ~ Monster Bash

Our "MONSTER BASH" was a huge splash! Ghouls and goblins and witches alike came out to have some fun! We were greeted by Frankie Jr, and his bride and treated to a delicious meal catered by Apple Spice Junction. Frankie Jr., Joann Monroe and Marguerita Davilla-Telck won baskets and we were entertained by the Churchill Jr. Dance Company, who performed to a few favorite Halloween songs until zombies invaded the stage. What would you do if you were invaded by zombies? Everyone seemed to have a great time. A special thank you to Cris Brimley and the staff at Churchill Jr. High for organizing this event and thanks to all of you that attended and supported the Humane Society fundraiser.



Kathie Woodruff,
Jefferson Jr. High



2014-2015 GAEOP Board



Karen Bowden, West Lake Jr. High



Frankie Jr. and his
bride, Teresa Himmelberger



Mary Meyers, Spring Lane Elem., Sherry Wilson, Accounting, Jo Potter, Budget Development, JoAnn Monroe, School Accountability Services, Sandy Memales, Police, Kari Parry, Taylorsville High



Frankie Jr. and his make-up artist,
Erin Wright, Student Assessment



Heidi Brooks and Vanessa Park,
Accounts Payable



Jesie Canning, Payroll and
Amy Fromm, Human Resources



Tracy Atkin, Planning &
Boundaries and Ashley
Winkelkotter, Support Services

GAEOP Quarterly In-service

Wings, Drumsticks & Wishbones

Presented by Human Resources

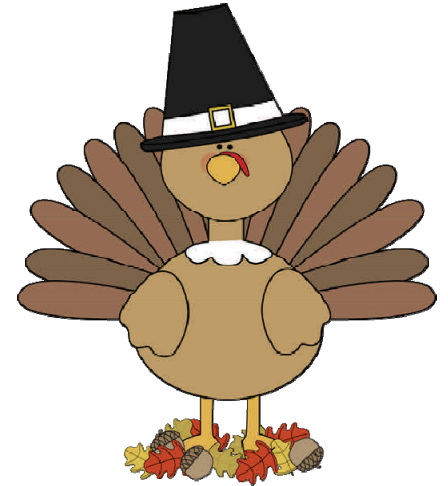
Verneita Hunt, Elementary Associate Director

Jo Crawly, Classified Associate Director

November 20, 2014

9:30 - 10:30 am OR 2:00 - 3:00 pm

GEC, Auditorium A

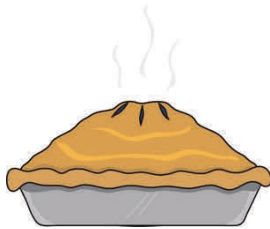


You only need to attend one session, no sign up needed.
1 hour of PSP/GCOP credit

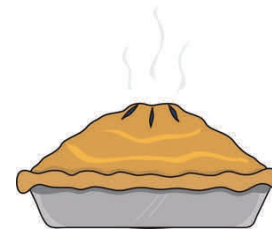
This inservice will answer all those burning questions about:

- Hiring Process - the flow from start to finish and what happens along the way
- Daily Spreadsheets and what they mean - OK to work/volunteer and Hire Packet Issues
- School Volunteers - new procedures
- Human Resources Forms and what and when they are to be used
- Retirement Rules (time permitting)

GAEOP Open House



Pie On Us
November 20, 2014
3:30 - 5:30 pm
GEC, Auditorium D



A copy of the annual budget report of GAEOP will be available for your perusal. We will also have a basket for you to submit your ideas and concerns for the GAEOP Board.

If you bring an office professional that is not a member of GAEOP and they join GAEOP that night, both of you will receive a ticket for a drawing.

We will be serving Apple, Berry, Pumpkin and Chocolate Cream pie. Each GAEOP member will receive a gift in appreciation of your support of GAEOP.

This is your Association and your voice. Please join us and take the opportunity to talk with your GAEOP Executive Board.



Be thankful for what you have
and you will end up having more.
But if you concentrate on what you don't have,
you'll never, ever have enough.

~Oprah Winfrey

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Camille Bolman - November 4
Special Education

Barbara Hunter - November 7
Warehouse

Barbara Fullmer - November 8
Educational Equity

Jamey Pease - November 11
Wright Elementary

Linda Liebmann - November 12
Jones Center

Anita Williams - November 16
Kennedy Jr. High

Audrey Price - November 20
Information Systems



Doreen Yates - November 20
Olympus High

Jeri Lynn Bliss - November 26
Jackling Elementary

Kari Parry - November 26
Taylorville High

Shirlene Teigen - November 27
Hunter Jr. High

Tennille McCleve-Mendez - November 29
Wright Elementary

Lana Sutton - November 29
Special Services

Kathy Arishita - November 30
Support Services

Welcome New GAEOP Members!



The following is a list of new GAEOP members...welcome aboard! So happy to have you part of our crew. If your name is missing from this list or you would like to join GAEOP, please contact Teresa Himmelberger at tdhimmelberger@graniteschools.org.

Kristen Fors - Special Education
Kim Gilbert - Olympus High

Barbara Longmore - Redwood Elem.
Cheryl Michaelis - Plymouth Elem.

Kirsten Sandberg - Pleasant Green
Marilyn Strong - Olympus High

Recipe Corner

Leftover Turkey Soup

For all those times you've asked yourself, "What am I going to do with all this leftover turkey?" – do we have a quick and tasty recipe for you, courtesy of Mary Meyers, Principal's Secretary at Spring Lane Elementary.



- ½ c. chopped onion
- 1 medium carrot, sliced
- 1 stalk celery, sliced
- 1 TBL. vegetable oil
- 2 cans (14 ½ oz. each) chicken broth
- 2 c. water
- 1 envelope Good Seasons Italian Salad Dressing Mix
- 2 c. cooked turkey, cubed
- ½ c. bite-sized pasta, uncooked

Cook onion, carrot and celery in hot oil in large pan for 3 – 5 minutes or until tender-crisp, stirring occasionally. Stir in chicken broth, water and dressing mix. Bring to a boil. Add turkey and pasta; cover. Reduce heat to medium-low, and simmer for 10 – 12 minutes or until pasta is tender.

(Add cool, brisk weather, or maybe even a storm – and ENJOY!)

Each month a recipe will be featured from one of the GAEOP cookbooks.



Meet your GAEOP Crew

Leanne Helbling - Elementary East Board Member



I have been a Principal Secretary going on 23 years at Crestview Elementary and I love my job. Before coming to Crestview I worked part time at Vista Elementary and the District Media Center. This will be my third year serving on the GAEOP board. It has been great working with other Secretaries in the District. My favorite things are spending time with my hubby and spoiling my five adorable grandchildren.



Stephanie Rees - Elementary West Board Member



My name is Stephanie Rees and I am the new elementary board member (west). I have worked for the District for five and a half years. I opened Diamond Ridge Elementary back in 2009.

One of my jobs in high school was working at the local school district office as an assistant. I have also worked for the past 10 years as an assistant to a local recording artist. Being a secretary/assistant is definitely where I feel comfortable! I grew up in Oregon and am a HUGE Oregon State University fan, GO BEAVERS! I moved to Utah in January 2001. I am in my 14th year of marriage and have two daughters, one just advanced to Jefferson Junior High and the other attends Diamond Ridge's French dual immersion program. I'm happy to help or share ideas, feel free to call or email me.

Cris Brimley - Junior High Board Member



I started with Granite School District in the Carpenter Shop where I worked for one year prior to coming to Churchill where I have been for 23 years. When I'm not at work I love to work outside in the yard gardening. I love my job and the people I work with and I love to laugh.

Karen Bowden - Senior High Board Member



"Each day is an entirely new adventure – enjoy!" That has been my motto as I have worked for Granite District for 23 years. I have worked as a playground duty, special needs preschool aide, and OT/PT assistant. Four of those years I was a one on one aide for a boy with CP as he went through Bonneville Jr. High and Cottonwood High School. I was the principal secretary at Bacchus Elementary for nine years. I am currently at West Lake Jr. High as the principal secretary where it has been a daily adventure for the last three years.

This year, my husband, Guy, and I celebrated 38 years of marriage. Our two girls, two boys, their spouses and our 14 grandchildren bring me joy. Things that make me happy are: taking a morning run just as the sun rises, yard work (yes, really!), grandma parties, and picking raspberries from our garden. I am excited to be on the GAEOP board and work with such amazing ladies.

Marie Orton - Part Time Board Member



I have worked in the district for 7 years. I started out in the Curriculum department, moved to Skyline's library and currently reside at Granite Connection High School running the Granite Regional Testing Center. I love it here!

I am currently going to school and just got accepted into the Elementary Ed program at the USU extension that is located at the Granite Education Center. I am very excited to get through school and be a teacher, but I am sad I will be leaving our wonderful sister/brother hood of secretaries. No worries though, I still have two years until that happens! My ultimate goal is to get my masters in psychology so I can be a Jr. High Counselor. My most favorite thing to do is spend time with my little man! He is the sweetest, whiniest, silliest, most thoughtful five year old ever! My life would not be complete without him! Since I work and go to school, my time with him is limited so we like to bake cookies, go swimming, build Lego's together and watch movies. I love movies! If I had the means I'd go see a new movie every week! I also enjoy running, baking and taking naps.



“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

TOGETHER WE CAN.....



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www.gaeop.weebly.com

Granite School District
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2014-2015 GAEOP Board Members

President - Teresa Himmelberger
Advisory, Meet and Confer
Payroll Office
385-646-4311
tdhimmelberger@graniteschools.org

Vice President - Kari Parry
Nominations/Elections
Taylorsville High
385-646-6903
kmparry@graniteschools.org

Secretary - Darla Williams
Birthdays, Well Wishes
Hunter Elementary
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Treasurer - Kathryn Roos
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kgroos@graniteschools.org

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PSP/GCOP
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albeesley@graniteschools.org

Part Time Board Member - Marie Orton
Facebook
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Elementary Board Member - East
Leanne Helbling
Office Professional Week
Crestview Elementary
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Elementary Board Member - West
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Junior High Board Member
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Senior High Board Member
Karen Bowden
Evening of Recognition Dinner
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Administrative Board Member
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Executive Board Member
Carol Berlin
Scholarships and Awards
Teaching & Learning
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clberlin@graniteschools.org

2014-2015 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Donnette McNeill-Waters - Human Resources
- Verneita Hunt - Human Resources
- Jane Lindsay - School Accountability Services
- Emme Liddell - Taylorsville 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
- Elaine Wright - School Accountability Services

The advisory committee meets the 2nd Thursday of each month to discuss issues concerning the Granite School District office professionals.