

THE LINK

November 2020

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



I love the upcoming holidays for so many reasons, but the most important reason is to be with family and friends. For many, the holidays can be among some of the most stressful times, in an already stressful year.

A few months ago, about the time the unrest began in our country, I read an article from author Valorie Burton, provided by NAEOP. She indicated things we can do as individuals when we are feeling emotionally drained. I have been in that mindset the more I have to watch the news, sadly not filled with good news. I felt her message was powerful and warranted a reminder to take care of our ourselves, always.

1. Let yourself feel what you feel, but respond rather than react.

Whether you are feeling angry, sad, tired, or a combination of them all, give yourself permission to feel what you feel. If you need to take a break, or you find yourself unable to focus, know this is normal. Give yourself time to process so you can respond rather than react emotionally to news and updates.

2. Find an emotionally safe space to express your emotions.

Who is your safe space? Do you need to gather a group of like-minded friends just to talk and process? Not everyone is safe. Arguing on social media and expressing yourself to those who can't offer the support you need will make matters worse.

3. Decide what you will do to make a positive difference.

Taking action is therapeutic. Whether contacting lawmakers, supporting organizations that are fighting for justice, giving to the legal funds of victims' families, or having honest racial conversations in your own circle of influence, do something that makes a positive difference.

There are so many things to be thankful for, even in the year we have had. At times it is so hard to see past the bad to see the good. I am sure you have seen something similar to this list among your reading, but I wanted to list some of my favorites.

Be thankful...

- ~For the clothes that fit a little too snug, it means you have enough to eat
- ~For the mess you clean up after a party, it means you have been surrounded by friends and family
- ~For the taxes you pay, it means that you are employed
- ~For household chores, it means you have a home
- ~For the heating bill, it means you are warm
- ~For all the complaining you hear about our government, it means you have freedom of speech
- ~For the lady that sings off key in church, it means you can hear
- ~For aches and pains in your body at the end of the day, it means you have been productive
- ~For the early morning alarm clock, it means you are alive

The list can literally go on forever. I do hope you can take time to make your list of what you are thankful for and enjoy the holiday season with your family and friends.

Have a fabulous Thanksgiving!

*Teresa Himmelberger, CEOE
GAEOP President*





Office Professional Spotlight

Submitted by Jessica Inman, Newsletter Committee

Angelia Olsen- Purchasing Department



Angelia began as the Administrative Secretary in the Purchasing Department in July. After 15+ years as an Assistant City Recorder/Clerk and Executive Assistant, she is absolutely enjoying the busy, yet low stress work she is now part of. She has been married to a real charmer for 31 years, has three children and two darling granddaughters! She enjoys spending time with her family and traveling; specifically, to ANY warm beach, the east coast visiting historical sites, or Disney World (but Disneyland will do).

Allyson Lesuma- Registrar - YESS



Allyson Lesuma has worked for Granite School District for 16 years in various positions, most of the time in the YESS Program. This year is her first year as registrar at Day Skills Intervention and Salt Lake Valley Youth Center. Her husband is a retired Granite employee and they have five grown children.

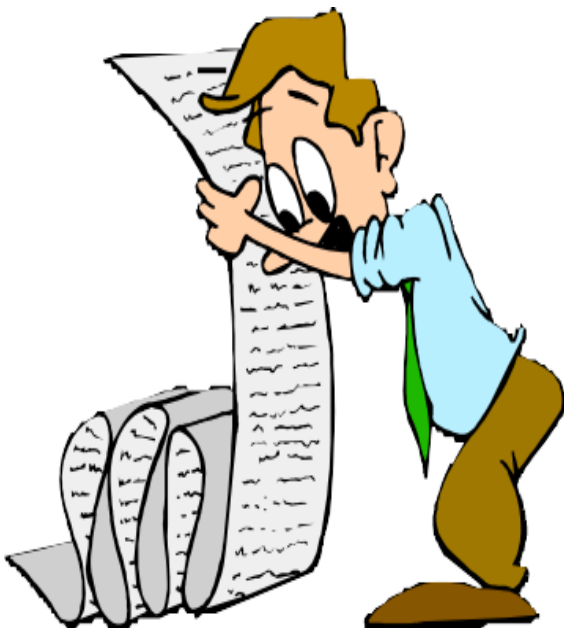


New/Renew GAEOP Members

Submitted by Brooke Obray, Membership Chairman

How do you get your name on the GAEOP member list? (details on page 6) Come join the family!

Heidi Clark	District Office
Annette Cline	Special Education
Sandra Dorius	Morningside Elementary
Marissa Gallegos	Human Resources
Kristal King	Jefferson Jr. High
Tammy Pearce	Taylorville High
Consuela Reynoso	Churchill Jr. High



Fun Facts - Did you Know?

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor

There's only one letter that doesn't appear in any U.S. state name

You'll find a Z (Arizona), a J (New Jersey), and even two X's (New Mexico and Texas)—but not a single Q.

Peanuts aren't technically nuts

They are legumes. According to Merriam-Webster, a nut is only a nut if it's "a hard-shelled dry fruit or seed with a separable rind or shell and interior kernel." That means walnuts, almonds, cashews, and pistachios aren't nuts either. They are seeds.

The longest English word is 189,819 letters long

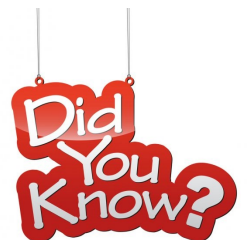
We won't spell it out here (though you can read it here at <https://pastebin.com/wkKH8xD8>), but the full name for the protein nicknamed titin would take three and a half hours to say out loud.

Kleenex tissues were originally intended for gas masks

When there was a cotton shortage during World War I, Kimberly-Clark developed a thin, flat cotton substitute that the Army tried to use as a filter in gas masks. The war ended before scientists perfected the material for gas masks, so the company redeveloped it to be smoother and softer, then marketed Kleenex as facial tissue instead.

Turkeys can blush

When turkeys are scared or excited—like when the males see a female they are interested in—the pale skin on their head and neck turns bright red, blue, or white. The flap of skin over their beaks, called a "snood," also reddens.



Source:
<https://www.rd.com/list/interesting-facts>

World Diabetes Month

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor



According to the American Diabetes Association (ADA), National Diabetes Month was actually established 40 years ago in 1975, though Congress and the U.S. presidents didn't start passing proclamations recognizing November as "Diabetes Month" until the early 1980s. (See this [Reagan](#)

[declaration in 1981!](#)) The ADA trademarked "American Diabetes Month" in 1997.

World Diabetes Day (WDD) was established by the International Diabetes Federation in 1991 to call attention to this worldwide epidemic. The date of November 13 was chosen to honor Dr. Frederick Banting, co-discoverer of insulin back in 1921, along with Dr. Charles Best. While it did officially exist through the 90s and early 2000s, WDD day was largely off the radar until 2006, when the Immune Deficiency Foundation successfully advocated for the United Nations to issue a resolution on it and it was officially recognized for the first time the next year. *Source: healthline.com*

If you are like me who has friends and family that live with this disease, and want to find out more information, go to the American Diabetes website,

<https://www.diabetes.org/>



Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP President Elect

Kathleen Goodman	Human Resources Administrative Secretary
Linda Horton	Human Resources Administrative Secretary
Megan Zierse	Beehive Elementary Office Clerk

Have you recently started a new position, or do you know someone who has? Send information to Julianne Hamblin, jjhamblin@graniteschools.org.

Tried & True Recipe

Submitted by Jamey Pease, Gerald Wright Elementary

Taco Soup

Ingredients:

1 lb. hamburger, browned and drained
1 can black beans, drained
1 can kidney beans, drained
1 bag frozen corn
1 bottle V-8 (46 oz.) *You can use the Spicy Hot V-8 for a little kick
1 package taco seasoning

Put all ingredients in a soup pot and bring to a boil. Let simmer for about 20 minutes.

Serve with shredded cheese, sour cream and tortilla chips.



creationsbylara.com

Tips and Tricks - Tasks and To-Do's in Outlook

Submitted by Jessica Inman, Pleasant Green Elementary - Newsletter committee

This year has brought with it the challenge of new tasks and responsibilities to keep up with, along with all our other responsibilities and deadlines to maintain. I have found it helpful to use Outlook to organize my tasks. Some of the tasks I have in my Outlook are payroll due dates, purchasing card due dates, accounting due dates (monthly reminder to update my sub ledger), immunization reminders for students, and much more. I found this great step-by-step how to on <https://support.microsoft.com>. Help yourself stay organized by utilizing the resources and technology available to us.

How to Create tasks and to-do items

Outlook for Microsoft 365 Outlook 2019, Outlook 2016, Outlook 2013

Many people keep a list of things to do on paper, in a spreadsheet, or by using a combination of paper and electronic methods. In Outlook, you can combine your various lists into one list, enhanced with reminders and tracking.

Create a task

1. Select **New Items > Task** or press Ctrl+Shift+K
2. In the **Subject** box, enter a name for the task. It is best to keep the name short and then add the details in the task body
3. If there's a fixed start or end date, set the **Start date** or **Due date**
4. Set the task's priority by using **Priority**
5. If you want a pop-up reminder, check **Reminder**, and set the date and time

Click **Task > Save & Close**

Create a task from an Outlook item

You can create a task out of any Outlook item, such as e-mail message, contact, calendar item, or note.

- Drag an e-mail message to the To-Do Bar
- Drag an item to the Tasks icon in the Navigation Pane.
Tip: To add the item as an attachment to a new task instead of pasting the text into the task body, right-click the item and drag it to the task list, and then click **Copy Here as Task with Attachment**.

Create a task in the To-Do Bar

You can do one of the following:

- In the To-Do Bar, select the **Type a new task** box, and then enter the task description. Press ENTER to finish. The task appears in your To-Do list with today's date.
- In the To-Do Bar, double-click the **Type a new task** box to open a new task window. You can enter more detail about the task.
Tip: To turn on and show Tasks in the To-Do Bar, on the **View** tab, in the **Layout** group, select **To-Do Bar** and select **Tasks**.

For more information about the To-Do Bar, see [Use and customize the To-Do bar](#)

Professional Development Opportunities

Submitted by Kathie Woodruff, GAEOP PD Chairman

Are you looking for resources you can use to help you in your job? Below is a list of district approved classes from Lynda.com.

Office 365	Note Taking	Handlings Workplace Change	Microsoft Word
Overcoming Procrastination	Time Management	Web Conferencing	Writing a Resume
Yammer	Managing UP	Microsoft Excel	Google Sheets
Planner	PowerPoint	PDF	
Business Etiquette: Phone, email and text			

Visit our GAEOP website, gaeop.weebly.com, under the resources tab for additional classes you may view.

Going the Extra Mile “GEM” Award

Submitted by Jackie Hale, GAEOP Awards Co Chairman

Congratulations - Kacie Pfeil Cottonwood High Principal Secretary



Kacie has gone above and beyond her duties during this transitional time with COVID, as well as the implementation of all new policies and procedures. She has been an incredible asset in the administration’s efforts to stay in communication with the rest of the faculty, staff, parents and students. She has been proactive in that communication process,

as opposed to waiting to be asked to do certain assignments.

Two things stick out that she has done this year that have been a tremendous help. The first is she decided to get trained on doing some of the financial policies and procedures to help the registration process, which has traditionally been very time consuming for families. The lines have been drastically reduced during registration this year because families have had multiple options to work with.

The second thing that stands out is we have implemented a new cell phone policy this year and she has helped streamline that process and made it smooth in its execution. She created a very efficient tracking system and has helped maintain the daily procedures with the cell phones.

She has been invaluable to our administration this year and is well deserving of any recognition she may receive.

*Nominated by:
Jeremy Brooks,
Assistant Principal,
Cottonwood High*

*Pictured left to right:
Terri Royslance, Kacie
Pfeil, Jeremy Brooks*



GAEOP Service Project

Submitted by Carol Seastrand, GAEOP Part Time Representative

GAEOP FALL SERVICE PROJECT FOR House of Hope

House of Hope is a nonprofit organization providing substance use disorder treatment for women and mothers throughout Utah since 1946. They are always in need of items for their programs. You can help by:

- Buying Items from Amazon wish list
- Link and shipping info below.
- In memo line add gift from GAEOP.

<http://bit.ly/houseofhopewishlist>

Change the shipping to

House of Hope
857 E 200 S
SLC. UT 84102

For information on the House of Hope, click on this link

<https://www.houseofhopeut.org/>

Kudos Corner

Submitted by Jackie Hale, “Going the Extra Mile” Co-Chairman

The following office professionals 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.

November Nominees:

- | | |
|---------------------|--------------------------|
| Sandra Brunson | Accounting |
| Michelle Clark | Accounting |
| Kim Dixon | Accounting |
| Brandi Elegante | Farnsworth Elementary |
| Marilee Evans | Administrator Onboarding |
| Janene Fordham | Accounting |
| Erin Gubler | Olympus High |
| Heidi Brooks Hansen | Accounting |
| Victoria Hardcastle | Accounting |
| Robert Lopez | Human Resources |
| Kim Lovato | Skyline High |
| Melissa Maughan | Cottonwood Career Center |
| Anne Mckenzie | Kennedy Jr. |
| Elizabeth Miller | Valley Crest Elementary |
| Vanessa Park | Accounting |
| Tiffani Robison | Olympus High |
| Paula Winn | Accounting |

Benefits of GAEOP Membership



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! For an annual fee of \$ 15.00, contract employees will have an auto deduct each renewal year. Hourly employees will need to provide a check or cash each year.

To sign up, renew, or ask a question - email Brooke Obray, Membership Chairman, at baobray@graniteschools.org.

Yes! Please sign me up to be a member of GAEOP for the 2020-21 school year. My method of payment is...

___ Payroll deduction (\$ 15.00 annually – **contract employees only**)

___ Check enclosed #___ Cash _____

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

Name _____

Location _____

New Member _____ or Renew _____

You may interoffice the tear-away section to Brooke Obray at District Office School Boundaries or Teresa Himmelberger in Payroll, with a check or cash included.

Dates & Deadlines

November 3, 2020	US General Election Day
November 20, 2020	<i>The LINK</i> articles due for December
November 25-27, 2020	Thanksgiving Recess
December 15, 2020	<i>The LINK</i> articles due for January
December 21, 2020	Winter Recess begins
January 4, 2021	School back in session
January 15, 2021	GAEOP Online PD Classes
January 20, 2021	<i>The LINK</i> articles due for February
February 20, 2021	<i>The LINK</i> articles due for March
March 20, 2021	<i>The LINK</i> articles due for April
March 26, 2021	Student Non-Attendance Day
June 10, 2021	GAEOP Professional Development Day
July 13-16, 2021	NAEOP Annual Conference, Pittsburgh, PA

Our Ripples

Submitted by Carol Seastrand, GAEOP Part Time Representative



National Fun Days and GAEOP Member Birthdays

What fun day falls on your birthday?

November

1 Cinnamon Day

Wendy Heslink
NAEOP Past President

2 Cookie Monsters Day

Cheyenne Ashton
Cyprus High

3 Public TV Day

4 Candy Day

5 Men Make Dinner Day

6 Nachos Day

7 Chocolate with Almonds Day

8 Tongue Twister Day

9 World Freedom Day

Jennifer Newland
Hunter High

10 Vanilla Cupcake Day

11 Origami Day

Jamey Pease
Gerald Wright Elementary

12 French Dip Day

Linda Liebman
Transition Services

Karen Manning
Skyline High

Bonnie Seastrand
Truman Elementary

13 World Kindness Day

Trinda Burdett
Educational Technology

14 World Diabetes Day

15 I Love to Write Day

Jacqueline Rosvall
Cottonwood High

16 Fast Food Day

17 Take a Hike Day

18 Mickey Mouse Day

19 Use Less Stuff Day

20 Peanut Butter Fudge Day

Audrey Price
Cyprus High

Doreen Yates
Special Education

21 International Games Day

22 Humane Society Day

23 Espresso Day

24 Celebrate a Unique Talent Day

25 International Hat Day

26 Day of Thanks

Jeri Bliss
Frost Elementary

Kelly Franz
Cottonwood Elementary

Kari Parry
Taylorsville High

27 Random Act of Kindness Day

Diana Pennington
Support Services

Shirlene Teigen
Hunter Jr.

28 Small Business Day

29 Electronic Greeting Card Day

Lana Sutton
Health Related Services

30 Mason Jar Day

Stephanie Maarse
Human Resources



World Kindness Day - Friday, November 13

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor



World Kindness Day is a global day that promotes the importance of being kind to each other, to yourself, and to the world. This day, celebrated on November 13 of each year, has the purpose is to help everyone understand that compassion for others is what binds us all together. This understanding has the power to bridge the gap between nations. Every day should be kindness day.

The world is full of kind people. If you can't find one, be one!



“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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Jessica Inman
Newsletter Committee
Pleasant Green Elementary
jminman@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 NAEOP National Association of Educational Office Professionals



“Bloom Where You Are Planted”



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

Visit Our Website

www.gaeop.weebly.com

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2020-2021 GAEOP Board Members

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2020-2021 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters - Human Resources
Garrett Muse - School Leadership & Improvement
Natalie Hansen - School Leadership & Improvement
Teresa Himmelberger, CEOE, GAEOP President
Julianne Hamblin, CEOE, GAEOP President Elect
Kathie Woodruff, GAEOP Secretary
Carol Berlin, GAEOP Executive Representative
Celeste Bauer, GAEOP High School Representative
Kelly Franz, GAEOP Elementary Representative

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