

THE Link

October 2017

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



Inside:

- 2 In the Spotlight
Inservice Opportunities
- 3 Going the Extra Mile Recipient
Dates & Deadlines
Kudos Corner
- 4 October Is...
Breast Cancer Awareness Month
Tried & True Recipe
Tips & Tricks
Remember to Vote
- 5 Happy Birthday to You...
New/Renewing Members
Condolences
- 6 GAEOP Oktoberfest
- 7 2017-2018 GAEOP Board
2017-2018 Advisory Committee

Teresa's Tidbits

GAEOP President's Message, by Teresa Himmelberger



EMERGENCY PREPARATION BE READY

With all the news about earthquakes, hurricanes, and fires, I will admit it has shaken me a bit. I'm sure we have all seen plenty of commercials as to what would be necessary in case of an emergency, or you may have taken a class with sheets galore of what would be needed. Have you taken a look at what you have available and noted if you are ready or not? I took an emergency preparedness class a few years back and from the class information I compiled a short list of important things to note.

- Get a backpack and fill it with the necessities, not only for you and the kiddos but the fur babies (cats/dogs) as well.
- For sanitation reasons, get a five gallon bucket, put a trash bag in it, and add kitty litter and a removable toilet seat. Instant port o pot.
- Stock plenty of water, food and other essentials around your home and office, even your car.
- Ensure that emergency/first-aid kits are fully equipped & easily accessible.
- Create an emergency/evacuation plan and locate your closest shelter.
- Keep a radio (with plenty of batteries) handy for weather and news updates.
- Review and familiarize yourself with FEMA evacuation guidelines.
- Check out the FDA's food and water safety guidelines during disasters.
- Prepare tarps and tie-down systems to protect outdoor possessions.
- Have batteries and power supplies ready for flashlights, radios, etc.
- Put emergency lighting in place to keep you safe during power outages.

As scary as it is, we should all be ready for any emergency. I hope you will or already are putting your emergency plan together.

October is the month for ghouls and goblins, lions and tigers and bears, oh my!



GAEOP is hosting an Oktoberfest evening at Wheeler Farm, Wednesday, October 18, 2017, 5:30-7:30 pm. This will be a fun and rewarding event. We will be helping out Primary Children's Hospital with cut outs for the kids receiving care at Primary Children's Medical Center. We will also be collecting donations of new hardback picture books for children in K-3. This will help the Granite Education Foundation fill the needs for the kids of our district. Cost is \$5.00 for members, \$6.00 for nonmembers. We will have two fall baskets as a drawing to give away, and a yummy taco salad bar to top it all off. We would love to see you there.

If you have not seen the email for registering, just click on the link below to register now.

<https://goo.gl/forms/WpA0XM4Duu1UzXl43>.



October is Breast Cancer Awareness Month. Remember those that have been fighting or have beat this sometimes merciless disease by giving

them a hug this month. Through personal experience with my mother, I know this is a tough battle for them to fight.

Thank you for all you do each day to contribute to the success of our district.

*Teresa Himmelberger, CEOE
GAEOP President*

"Find the Superhero in YOU"



**In the
Spotlight**

High School Secretaries

submitted by Stacy Bushell, Senior High Representative

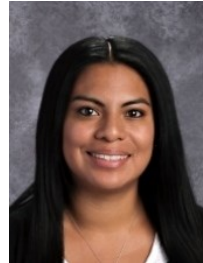
Lafo Tonga, Taylorsville High



Lafo Tonga is the Career Center Secretary at Taylorsville High School and she is the school contact for the Keys to Success program. Before working in Granite School District, Lafo worked for a private agency contracted with the State of Utah tracking juveniles but specialized in working with youth sex offenders. She started working at Taylorsville 10 years ago. Lafo has worked

in the cafeteria, as an academic mentor, and a Media Center assistant. She is currently attending Salt Lake Community College studying Criminal Justice and Communications. Lafo has a son who is a high school senior. She enjoys reading and says, "I am passionate about making sure that students at Taylorsville know their options for higher education and careers."

Jessica Ibarra, Cottonwood High



Jessica Ibarra is the new Comprehensive Guidance clerk at Cottonwood High School. She graduated from Cottonwood High School and received her associates degree from Salt Lake Community College. Jessica is married and has four amazing kids, ages 9, 8, 4 and 11 months old. She loves to be outdoors. (sports, hiking, camping) She prides herself on being an honest, hardworking individual who

strives to see the good in people. The counselors at Cottonwood say Jessica is a ray of sunshine in the counseling office. She is learning everything so quickly, takes care of all that needs to be done, and helps with Spanish translation. Cottonwood is lucky to have one of their own former students working with a new generation of Colts.



Inservice Opportunities

submitted by Darla Williams, Inservice Committee Chair

The following inservice classes will be offered during the next few months. More information about these classes, including how to sign up, will be sent via email. If you have questions, please contact Darla Williams (djwilliams@graniteschools.org.)

Work Session - Secondary Registrars	Thursday, October 5	2:00 - 4:00 pm	Auditorium BC, GEC
Textnology Budget Training	Monday, October 9	9:00 - 11:00 am	Auditorium A, GEC
Textnology Budget Training	Monday, October 9	1:00 - 3:00 pm	Auditorium A, GEC
Excel Part 1 Training	Wednesday, October 25	9:00 - 11:00 am	C-121, GEC
Excel Part 1 Training	Wednesday, October 25	1:00 - 3:00 pm	C-121, GEC
Excel Part 2 Training	Wednesday, November 15	9:00 - 11:00 am	C-121, GEC
Excel Part 2 Training	Wednesday, November 15	1:00 - 3:00 pm	C-121, GEC
Excel Part 3 Training	Tuesday, December 12	9:00 - 11:00 am	C-121, GEC
Excel Part 3 Training	Tuesday, December 12	1:00 - 3:00 pm	C-121, GEC
Working with Cultures & Ethnicities	Wednesday, January 25	9:00 - 11:00 am	Auditorium A, GEC
Working with Cultures & Ethnicities	Wednesday, January 25	1:00 - 3:00 pm	Auditorium A, GEC
Planner, Mail, Task, Etc	Monday, February 5	9:00 - 11:00 am	C-121, GEC
Planner, Mail, Task, Etc	Monday, February 5	1:00 - 3:00 pm	C-121, GEC,



October "Going the Extra Mile" Recipient

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

Michelle Foster, Granger High School



Michelle Foster with assistant principals, Jeff Jackson (l) and Ben Anderson (r)

We are pleased to recognize Michelle Foster as this month's Going the Extra Mile Award winner. Here are some of the comments from her nomination.

"Michelle deals with a very large volume of parents, students and faculty, yet she always does it with a smile. She is AWESOME!"
~David Dunn, Principal

*"Michelle never **not helps** someone, even when she has other things going on. She always makes you feel like what she is helping you with is the most important thing that is going on, no matter who you are. She spends long hours to fulfill not only her duties, but whatever else someone has asked her to help with. Without her Granger High would not be the same place to work; she is an invaluable asset to the success and the workings that go on at Granger."*
~Jeff Jackson, Assistant Principal

An email requesting nominations is sent out at the beginning of each month. The email includes a link to a Google form to fill out the nomination. 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. Some examples may include; providing the highest quality of service, contributing to a positive work place, providing a professional quality of work, being a team player, demonstrating initiative and treating others with warmth, courtesy and respect. If you have any questions or want to nominate someone, please contact Stacy Bushell at Cottonwood High School.



Dates & Deadlines:

October 3, 2017	GSD Board Meeting
October 4, 2017	GAEOP Board Meeting
October 4, 2017	UAEOP Professional Development Taylorsville High, 4 p.m. - 6 p.m.
October 5, 2017	Work Session, Secondary Registrars
October 9, 2017	Textnology Budget Training
October 18, 2017	GAEOP Oktoberfest
October 19 & 20, 2017	Fall Recess
October 25, 2017	Excel Part 1 Training
November 7, 2017	Election Day
November 14, 2017	GSD Board Meeting
November 15, 2017	Excel Part 2 Training
November 22-24, 2017	Thanksgiving Recess
March 10, 2018	UAEOP Annual Conference, Salt Lake City
May 31, 2018	GAEOP Professional Development Day location TBD
July 16-20, 2018	NAEOP Annual Conference, Bloomington, MN

Kudos Corner

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

The following people 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.

Lily Arias	<i>Granger High</i>
Heidi Bowles	<i>Evergreen Jr. High</i>
Trinda Burdett	<i>Educational Technology</i>
Elizabeth Cervantes	<i>Redwood Elementary</i>
Julienne Christensen	<i>Valley Jr. High</i>
Marilyn Cornia	<i>Redwood Elementary</i>
Karen Elkins	<i>Western Hills Elementary</i>
Tammy Gibb	<i>Lincoln Elementary</i>
Brenda Harris	<i>Redwood Elementary</i>
Jessica Inman	<i>Plymouth Elementary</i>
Nina Lemon	<i>Taylorville High</i>
Barbara Longmore	<i>Redwood Elementary</i>
Cindy McCleve	<i>Matheson Jr. High</i>
GayLynn Osness	<i>Bennion Jr. High</i>
Milena Pehar	<i>Lincoln Elementary</i>
Audrey Price	<i>Granite Education Foundation</i>
Stephanie Rees	<i>Diamond Ridge Elementary</i>
Stephanie Rodriguez	<i>Pleasant Green Elementary</i>
Nancy Sanchez	<i>Redwood Elementary</i>
Gaylawn Starnes	<i>Human Resources</i>
Marie Tomlinson	<i>Bacchus Elementary</i>
Cindy Turner	<i>Kennedy Jr. High</i>
Susan White	<i>Magna Elementary</i>



October is...

National Breast Cancer Awareness Month



Breast cancer awareness month was established to raise awareness about breast cancer risks, encourage screening and early detection, and provide information about treatment options. It also provides an opportunity to honor survivors. So many lives have been impacted by breast cancer. Many people know someone who has been diagnosed with breast cancer, or even experienced it themselves. The good news is that many can survive breast cancer if it's caught and treated early.

Hug your loved ones, be aware, and don't put off important health screenings! For more information visit www.nationalbreastcancer.org/breast-cancer-awareness-month.

Tried & True Recipe

Submitted by Danielle Kitchen, Executive Representative

Gourmet Chicken Spaghetti

4 chicken breasts
5-6 cups water
1 chicken bouillon cube
12 oz. spaghetti (cooked in the chicken broth, add water if needed)
8 oz. sautéed mushrooms

Sauce

4 Tbsp. flour
4 Tbsp. butter
1 cup cream or half and half
1 cup mayo
1 cup sour cream
1 1/3 cups chicken broth (saved from cooking the chicken)
1/2 tsp cayenne pepper
1 tsp salt (optional)
1/2 tsp garlic powder
1 1/2 tsp dry mustard
1 cup parmesan cheese



Boil chicken in water and bouillon cube. Remove chicken and cut up into bite-sized pieces, set aside. Save the chicken broth for the sauce and boiling the spaghetti noodles.

In a large saucepan, melt butter. Add flour, stir until a thick paste. Add cream or half and half. Continue cooking and stirring until thick. Add remaining ingredients. Continue cooking until combined.

Boil the spaghetti noodles in the remaining chicken broth. Boil until liquid is absorbed and noodles are al dente.

Combine noodles, chicken, sauce and mushrooms. Transfer to a 9x13 baking dish. Bake at 350° for 30-40 minutes. Sprinkle with extra parmesan.

Tips & Tricks

submitted by Julianne Hamblin, Elementary West Representative

Do you ever find yourself having trouble signing up for an inservice session because you can't access the RSVP form when you click the link? If you find yourself in this situation it's important to check whether you are **logged in to your granitesd.org account**. Some response forms are available only to Granite School District employees. Logging in with your granitesd account verifies that you are an employee and allows you to access the form. Here are some ways to do this:

- Click the link in the email > if you aren't logged into a google account you will see a sign in screen > enter your **granitesd.org** email address and click Next > you will be directed to a Granite School District sign in page > enter your **graniteschools.org** email and password > click Sign In and you will be directed to the form.
- Open a browser window and go to google.com > click the blue Sign In button in the top right corner > sign in with your granitesd.org email account > return to the email about the inservice and click the link .
- If you don't see a sign in button on google.com, but instead there is a colored circle with a letter inside, hover over the circle with your cursor and a message box will show which account is currently logged in to Google. If it is not your granitesd account > click the circle > choose Add Account > enter your granitesd.org email and log in > return to the email about the inservice and click the link.



Remember to Vote

submitted by Darla Williams, GAEOP Historian Representative

One of the best things that you can do for yourself, your community, and your future is exercise your right to vote. Are you a registered voter? If you are not, click here to register: <https://vote.utah.gov/vote/menu/online.html>

We are all doing the job that we are doing because we love the kids. We are on the front lines. We see the needs and the places where our buildings fall short. Please take a look at the Granite School District bond that will be on the ballot this November. This is for the future of our schools and for the kids! Pass the word and encourage others to register and vote!

<http://www.gsdfuture.org>

"We should all do something to right the wrongs that we see and not just complain about them."

~ Jacqueline Kennedy Onassis

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Ann Astin - October 3
Prevention & Student Placement

Brenda Harris - October 3
Redwood Elementary

Carol Berlin - October 5
Teaching & Learning Services

Judy Godoy - October 5
Kennedy Jr. High

Christy Olsen - October 6
Hunter High

LaVerne Crocker - October 7
Western Hills Elementary

Tamara Gibb - October 8
Lincoln Elementary

Samantha Hope - October 8
Gourley Elementary

Lindsay Koehler - October 8
Accounting

Jaquelin Hale - October 10
Oakridge Elementary

Cheryl Boynton - October 14
West Lake Jr. High

Leanne Helbling - October 16
Crestview Elementary

Marcinda Mohr - October 17
Architecture, Engineering & Construction Services

Cherilyn Bramall - October 18
Career & Technical Education

Katrina Holt - October 19
Armstrong Academy

Jordan Jacobsen - October 19
Frost Elementary

Kim Lovato - October 19
Skyline High

Amy Torres - October 19
Kearns Jr. High

Julianne Hamblin - October 23
Fox Hills Elementary

Karin Cooper - October 24
Bonneville Jr. High



Kim Dixon - October 24
Accounting

Jamie Riley - October 24
Maintenance

Dawn Binyon - October 25
Valley Jr. High

Wendy Cochran - October 25
Eisenhower Jr. High

Sarah Crossland - October 28
Custodial Services

Jane Bracken - October 31
Vista Elementary

Carmen Guevara - October 31
West Lake Jr. High

*Our thoughts are with
those that 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
Lesa Campbell or
Teresa Himmelberger.*



New/Renewing Members

Submitted by Leesa Rij, Membership Chair

Members who have joined or renewed their GAEOP membership since the last newsletter:

- Sam Basham *Granite Park Jr. High*
- Carolyn Carty *Human Resources*
- Emily Cebrowski *Transportation*
- Leisl Leystra *Bennion Elementary*
- Jessica Lokeni *Kearns High*
- Stephanie Matsamas *Sandburg Elementary*
- Kathy Roos *GTI*
- Katie Tibbitss *Jones Center*

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



GRANITE EDUCATION FOUNDATION



GAEOP Oktoberfest

Co-Sponsored by Granite Education Foundation &
Granite Credit Union

Gather up your lederhosen, practice your
yodeling and join us

Wednesday, October 18, 2017

5:30 p.m. - 7:30 p.m.

Wheeler Farm Barn

6351 S 900 East, Murray, Utah

GAEOP Members \$5.00 Nonmembers \$6.00

Taco Bar provided

Come enjoy good food, networking and providing a
service for our community.

Service projects:

We will be collecting hard back picture books
for K-3 students in our district for the Foundation
and cutting out decorations
for Primary Children's Medical Center.

Next Article
Deadline:
October
18th

"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:

Julianne Hamblin

Fox Hills Elementary
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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



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

Visit Our Website

www.gaeop.weebly.com

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Don Adams - Assistant Superintendent, Support Services

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Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Tina West - School Accountability

Marijean Woolf - Talent Development

Mark Ellermeier - Eisenhower Jr. High School

Teresa Himmelberger - GAEOP President; Payroll Office

Amy Torres - GAEOP Vice President, Kearns Jr. High School

Lesa Campbell - GAEOP Secretary, Carpenter Shop

Gayna Breeze - GAEOP Administrative Representative, Planning & Boundaries

Leesa Rij - GAEOP Membership Chair, Moss Elementary

Julianne Hamblin - Elementary West Representative, Fox Hills Elementary

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