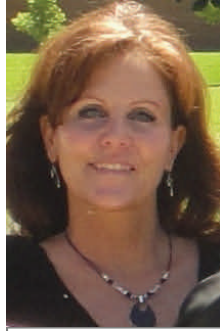




Mission Statement

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

How to be more Productive ~ that is the golden question. As silly as it may sound, doing less helps you accomplish more. When was the last time you finished everything, the last time you thought, "I'm so productive that I got it all done"? What if productivity was not about getting the most done, but getting the most *important* done? What if productivity was not about doing it fast, but doing it well? In the past, I often had more projects on my plate than I should, which resulted in a few unfinished projects. Slowly, I am learning to take one project at a time and hopefully, one day, I will have them completed. I found a few tips that I hope will help you, both at work and home:

Let it go

We seem to add things to our lives and rarely take away anything. Make a "*Let it go*" list to clear away the things that are less important. Review this list to make room for the things that are priority, and then work down the list.

Rest

Without rest, you can't do your best work and you can't give fully to your work, friends or family. You are less creative and motivated when you don't rest.

Juggling

Do you feel like you are always juggling things at work and home, then feel guilty and unworthy because you didn't finish them? What if you intentionally removed them from your juggling act?

Say No

If you are feeling overwhelmed, respectfully decline adding one more thing to your plate. Say no and give yourself a break.

Measuring your worth

At the end of the day, do you look at your to do list and if everything is not crossed off, do you feel you have failed? Instead, look at the items that you did complete and take pride in the fact you accomplished something that day. *Choose less, do it well and get it done.*



This month is National Cancer Awareness month. This is something dear to my heart as my mother was recently treated for breast cancer. If you know of someone who is battling or beat this disease, please give them a hug. What a brave fight they have faced!

Also this month we honor our bosses. As office professionals, our bosses depend on us each day to be there for them. Show your appreciation by celebrating with them.

The "Going the Extra Mile" recognition is in full swing. We received so many great nominations. Thank you for your help in recognizing deserving office professionals. We will continue this through May 2016. See page 3 for October's recipient.

Mark your calendars. The GAEOP professional development schedule is on our website gaeop.weebly.com, under inservices/workshops. A flyer will be sent via email as each class time approaches.

Thank you for all you do every day!

*Teresa Himmelberger, GCOE
GAEOP President*

"Take Control of Your Future"



Inside:

- 2 Spotlight Inservice Opportunities
- 3 Going the Extra Mile Recipient Dates & Deadlines Boss's Day
- 4 Customer Service Week Breast Cancer Awareness Month Bullying Prevention Month
- 5 Happy Birthday to You... Holiday Party & Open House
- 6 Tips & Tricks Recipe Welcome New Members Condolences
- 7 2015-2016 GAEOP Board 2015-2016 Advisory Committee



Senior High School Secretaries

submitted by Karen Bowden, Senior High Representative



Laurie Atkins, General Office Secretary, Kearns High School

Laurie Atkins is the front office secretary at Kearns High School. She has worked for Granite School District for 9 years. She started her career in 2006 with the YESS program, currently she is beginning her third year at Kearns High. She says the student body and staff are great to work with and she loves her job. She has been married for 23 years and has 5 children and 8 beautiful grandkids ranging between the ages of 10 years to 9 months. She has one more child getting married on October 23rd and then all of her kids will be married. She enjoys camping, hiking, snow shoeing and bike riding with her family and loves to work in her yard, decorate her house and hang out with her husband.



Lindsay Fidler, Secretary, Home Hospital/Home School Department

Lindsay Fidler is the secretary for the Home Hospital/Home Schooling Department, which is located in the Granite Connections High building. She has worked for the district since July, 2004 and has been an appointed member of the UCET (Utah Coalition for Educational Technology) Board since 2008. Some of her hobbies and interests include; crocheting, playing the piano, tinkering with technology, reading, digital design, and most importantly spending time with friends and family.



Irene Schiers, Bookkeeper, Hunter High School.

Irene has worked at Olympus, Cyprus, Granite, and Hunter High Schools. She says that Granite District is a great place to work. The staff is efficient and helpful and it is a pleasure to work and associate with the outstanding group of teachers, administrators and staff at Hunter High. In her spare time she enjoys music, plays, traveling to and visiting historical sites and spending time with her family.

Inservice Opportunities

submitted by Carol Berlin & Diana Pennington, Inservice Committee Co-Chairs

The following inservice classes will be offered during the months of October and November. More information about these classes, including how to sign up, was emailed last week. If you have questions, please contact Carol Berlin (cberlin@graniteschools.org) or Diana Pennington (dpennington@graniteschools.org).

Jr. High Work Session - Financial Secretary	Thursday, October 8	9:00 - 10:30 am	Aud B
Jr. High Work Session - Registrars	Tuesday, October 13	9:00 - 10:30 am	Aud B
Preparing for an Audit	Wednesday, October 21	9:00 - 11:00 am	Aud A
	Monday, October 26	1:00 - 3:00 pm	Aud A
Customer Service	Friday, October 30	9:00 - 11:00 am	Aud B & C
	Friday, October 30	1:00 - 3:00 pm	Aud B & C
EduLink	Friday, November 6	9:00 - 11:00 am	Aud A
	Friday, November 6	12:00 - 2:00 pm	Aud A
Excel - Beginning	Wednesday, November 11	9:00 - 11:00 am	C-121
	Wednesday, November 11	1:00 - 3:00 pm	C-121
Jr. High Work Session - Principal Secretary	Wednesday, November 18	9:00 - 10:30 am	Aud B
Excel - Advanced	Monday, November 30	9:00 - 11:00 am	C-121
	Monday, November 30	1:00 - 3:00 pm	C-121

October "Going the Extra Mile" Recipient

submitted by Karen Bowden, Senior High Representative and Amy Torres, Junior High Representative



Jamey Pease, Principal's Secretary, Gearld Wright Elementary School

Here is what Doug Johnson, Principal at Wright Elementary, had to say about Jamey.

"I would like to nominate my amazing secretary here at Wright Elementary. I consider her to be one of the top secretaries in the district and feel she deserves to be nominated."

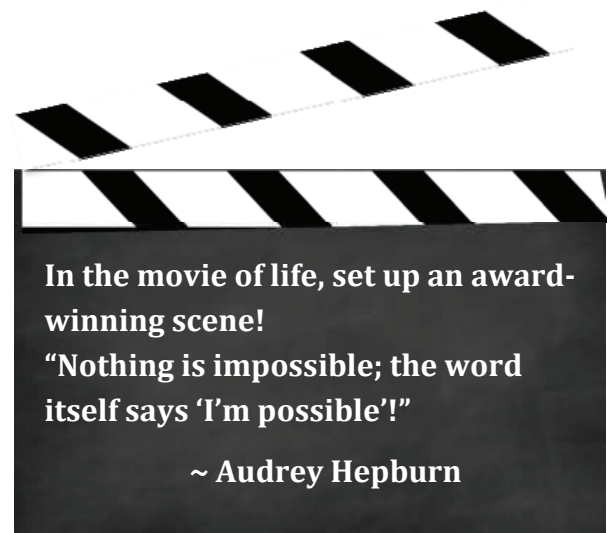
Her name is Jamey Pease and her customer service with parents, students and staff is top notch. I have been here three years and have yet to see her level of customer service decrease or suffer, even when she has had migraines. She is such a team player and works hard at making sure reports and other items for teachers are completed on time. She makes it her top priority to make sure that she treats each and every person with respect and courtesy. We are in the middle of our fall fundraiser and she does such an amazing job at managing everything all the while, treating everyone with the utmost respect and courtesy. The staff looks to her for many answers and she has a great knowledge of her position."

Postcards were sent to all district locations. 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 Karen Bowden at West Lake Jr. or Amy Torres at Kearns Jr.



Dates & Deadlines:

October 6, 2015	GSD Board Meeting - 7:00 pm
October 7, 2015	GAEOP Board Meeting - 4:15 pm
October 12, 2015	Columbus Day
October 15 & 16, 2015	Fall Recess (schools & district office closed)
October 16, 2015	National Boss's Day
October 20, 2015	Link Articles Due - November Issue
October 30, 2015	End of Term (student recess day)
October 31, 2015	Happy Halloween
March 12, 2016	UAEOP Annual Conference, Granite Education Center, Salt Lake City
June 2, 2016	GAEOP Professional Development Day, Location TBA
July 13-16, 2016	NAEOP 82 nd Annual Conference & Institute, St. Louis, Missouri



Boss's Day is celebrated on October 16 (or the nearest working day) in the United States, Canada, Lithuania and Romania. It has traditionally been a day for employees to thank their bosses for being kind and fair throughout the year. This day was created for the purpose of strengthening the bond between employer and employee.

Patricia Bays Haroski registered "National Boss's Day" with the U.S. Chamber of Commerce in 1958. She was working as a secretary for State

Farm Insurance Company in Deerfield, Illinois at the time and chose October 16, which was her father's birthday. She was working for her father at the time. The purpose of designating a special day in the workplace was to show the appreciation she thought her bosses deserved. This was also a strategy to attempt to improve intra-office relationships between managers and their employees. National Boss's Day has become an international celebration in recent years and now is observed in countries such as Australia, India, Ireland, and Egypt.

October is...

Source: Wikipedia

Customer Service Week

is celebrated annually during the first full week of October when customer-oriented organizations and institutions around the world recognize the importance of Customer Service Excellence in their organizations. Organizations and institutions that participate in Customer Service Week carry out special activities to highlight the importance of great customer experiences to the success of the organization and reinforce a customer-focused culture.

Customer Service Week celebrations have been running since the late 1980s. In the USA, the US Congress proclaimed the Customer Service Week a

nationally recognized event in 1992. Financial, healthcare, insurance, manufacturing, retailing, hospitality, communications, not for profit and educational institutions, as well as government agencies have participated as a way to highlight the importance of Customer Service.

The Granite Way includes standards for customer service. During the week of October 5th, select one standard that needs improvement.

The Granite Way: Standards for Customer Service

- Acknowledge people immediately.** Greet the parent AND child. Try to learn as many faces as possible.
- Treat every patron** who visits or calls like a school board member. **Treat every staff member** like the superintendent.
- Have pride in your job and school**, and let people know you care in your verbal and nonverbal communication.
- Learn how to be empathetic.** Remember, people's concerns are important to them, and they should be important to you.
- Know basic facts** about your school and the District.
- Be mindful** of confidentiality. Avoid gossip.
- Know the process your school or the district uses when handling inquiries.** Share that information when parents and others ask you for assistance.
- Cultivate the respect you deserve** by adhering to dress and appearance standards.
- Listen.** Sometimes people do not necessarily expect a prompt resolution, they just want someone who will allow them to vent their concerns.

Breast Cancer Awareness Month



was founded in 1985 as a partnership between the American Cancer Society and the pharmaceutical division of Imperial Chemical Industries (now part of AstraZeneca, producer of several anti-breast cancer drugs). The aim of the BCAM from the start has been to promote

mammography as the most effective weapon in the fight against breast cancer.

In 1993 Evelyn Lauder, Senior Corporate Vice President of the Estée Lauder Companies, founded The Breast Cancer Research Foundation and established the pink ribbon as its symbol, though this was not the first time the ribbon was used to symbolize breast cancer. In the fall of 1991, the Susan G. Komen Foundation had handed out pink ribbons to participants in its New York City race for breast cancer survivors.

National Bullying Prevention Month

is a campaign that was developed in response to the need to raise awareness of bullying, as it was historically viewed "a childhood rite of passage" and believed that bullying "made kids tougher", when the reality is that bullying has devastating effects such as school avoidance, loss of self-esteem, increased anxiety, and depression. The PACER Center (Parent Advocacy Coalition for Educational Rights) reached out to the community through partnerships with education based organizations such as National PTA, American Federation of Teachers and National Education Association to provide schools, parents and students with resources to respond to bullying behavior and to begin the shift of societal acceptance of bullying to social change of addressing the issue through education and support. PACER disseminated nationwide press releases through the partners and media channels, encouraging a call to action to educate the community about their role in bullying prevention, which provided the groundwork for the campaign to be consistently recognized as an annual event.



Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

- Ann Astin - October 3**
Prevention & Student Placement
- Brenda Harris - October 3**
Redwood Elementary
- Kathy Delli - October 4**
Educational Technology
- Carol Berlin - October 5**
Teaching & Learning Services
- Judy Godoy - October 5**
Kennedy Jr. High
- Sharon Clark - October 7**
Bennion Jr. High
- LaVerne Crocker - October 7**
Western Hills Elementary
- Lindsay Koehler - October 8**
Accounting
- Jaquelin Hale - October 10**
Oakridge Elementary
- Michelle Dean-Jackman - October 13**
Skyline High

- 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**
Gourley Elementary
- Katrina Holt - October 19**
Armstrong Academy
- Kim Lovato - October 19**
Skyline High
- Amy Torres - October 19**
Kearns Jr. High
- Julianne Hamblin - October 23**
Fox Hills Elementary
- Virginia Cervantes - October 24**
Eisenhower Jr. High
- Kim Dixon - October 24**
Accounting



- 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



GAEOP

Holiday Party & Open House

December 9th and 10th

3:00 – 5:00 pm

GEC ~ 5-story building, D102



Stop by to enjoy some yummy holiday treats and share some contagious holiday cheer! Meet and mingle with your GAEOP board and make a wish list to give to the board.

We will be collecting new, unwrapped toys for **TOYS FOR TOTS**. Bring your donations and put them under our tree.

Tips & Tricks

submitted by Leanne Helbling, Elementary Board Member



I don't know about you, but I am a little OCD about having a clean workspace. If I have too much paperwork or clutter on my desk, my brain can't function as efficiently. So each night before I leave to go home, I put everything away in its proper place so when I arrive in the morning I can start the day off fresh with a clean desk. Here is a tip that I found about clean up time.

Staying organized does not require a large time commitment. At the end of each workday, when you have 15 to 20 minutes before you are ready to leave, put things back where they are supposed to be. File all papers in their appropriate plastic bins or file folders, put your stapler back, move your phone back to

its place and put your pen in the pen holder where you will not lose it. Then take a few minutes to write up a "to do list" on the white board in your office. When you arrive the next morning, everything will be where you need it to be and you will know exactly what you have to accomplish for the day.

Office Organization Ideas, Tips & Tricks, by George N. Root III, Demand Media

Healthy and Delicious Pumpkin Bread

Submitted by Kathy Roos, Treasurer

Recipe source [Our Best Bites](#) (with Kathy Roos' tweaks)

Ingredients:

2 cups all-purpose flour (can substitute for whole wheat)
1 cup whole wheat flour
2 teaspoons ground cinnamon
1/2 teaspoons nutmeg
1/4 teaspoons ground cloves
1 teaspoon baking soda
1 1/2 teaspoon baking powder
1 teaspoon table salt
1/2 cup brown sugar
1 1/2 cup white sugar (could substitute with 1 cup stevia)
6 ounce container vanilla or plain greek yogurt
3 eggs, slightly beaten
15 ounce can pumpkin puree
1/2 cup canola oil (could substitute with apple sauce)
1 teaspoon vanilla extract
1 cup chocolate chips (optional)
1 cup walnuts (optional)



Instructions:

Preheat oven to 350 degrees.

Combine flour, cinnamon, nutmeg, cloves, salt, baking soda and baking powder in a medium sized bowl.

In a separate mixing bowl combine both brown and white sugar. Add yogurt, eggs, pumpkin, oil, and vanilla extract and whisk until smooth.

Slowly add dry ingredients to wet and stir until combined. Next, stir in the chocolate chips. Then divide the batter between two 9x5 loaf pans (sprayed with non-stick spray) and sprinkle a few extra chocolate chips on top. Bake around 50 minutes or until lightly browned.



Welcome New Members

Submitted by Traci Pritchett, Membership Chair

The following is a list of new GAEOP members, so happy to have you part of our team. If you would like to join GAEOP, please contact Traci Pritchett at tpritchett@graniteschools.org.

Liliana Arias, Granger High School
Carolyn Carty, Human Resources
Jolene Chesnut, Hunter High School
Lindsay Koehler, Accounting
Kim Lovato, Skyline High School
Emily Maddocks, Valley Jr. High School
Suzy Peterson, Matheson Jr. High School
Cathrine Richards, Wasatch Jr. High School
Patricia Thompson, Bonneville Jr. High School



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 Teresa Himmelberger or Darla Williams.

Next Article
Deadline:
**October
20th**

"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



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Visit Our Website

www.gaeop.weebly.com

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Salt Lake City UT 84115

2015-2016 GAEOP Board Members

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Secretary

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Historian

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Elementary Board Member - West

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2015-2016 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Donnette McNeill-Waters - Human Resources
Verneita Hunt - Human Resources
Gail Howe - School Accountability Services
Emme Liddell - Taylorsville High School
Doug Wagstaff - Hunter Jr. 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
Leanne Helbling - Crestview Elementary School
Diana Pennington - Communications
Carol Berlin - Teaching & Learning Services

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