



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 Utah Association of Educational Office Professionals and the National Association of Educational Office



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Teresa's Tidbits



Teresa Himmelberger
GAEOP President

Did you know that when you attend a training class with Granite, take classes to further your education at a Community College/ University or attend a conference that is pertinent to your job, that it could mean more money for you? With the PSP (National) and GCOP (Granite) program, you can earn \$600.00 to \$905.00, depending on the level of certification. The link below will take you to the criteria and application. <http://gaeop.weebly.com/pspgcop.html>.

You can apply upon completion of the outlined requirements. After you have achieved the appropriate level, **you must recertify your certificate every five years to continue receiving the incentive.** The certificate you receive will have the date you certified and the date that you will need to recertify. You are responsible for submitting the necessary paperwork to recertify. Attending a conference is a great way to receive multiple in-service credit hours. We have three conference opportunities throughout the year.

- ◆ GAEOP (Granite) provides one day (up to 8 hours) of professional development at the end of the school year (no cost to you)
- ◆ UAEOP (Utah) provides one day in March (\$85.00 registration fee)
- ◆ NAEOP (National) provides a four-day conference in July, cost may vary with selections of classes (\$95.00 registration fee)

I am very passionate about the NAEOP Conference and all the opportunity it brings. Each year, the NAEOP (National Association Educational Office Professionals) holds this conference in a different state, such as Boston, MA; Charlotte, NC; Costa Mesa, CA; Alexandria, VA; Portland, OR; Buffalo, NY; and

St. Louis, MO, to name a few. **The 2017 Conference will be held in Greenville, South Carolina.** Conference details will be available on www.naeop.org under the events tab beginning in January.

The GAEOP Executive Board met last month and discussed a way that we could provide an opportunity for others to attend the NAEOP Conference. A scholarship was created, and is outlined below:

"NAEOP Conference Member Scholarship." *This scholarship is designed to assist members of the Granite Association of Education Office Professionals who are pursuing a Professional Standards Program (PSP) Certificate or Granite Certified Office Professional (GCOP) through continuing education. GAEOP is providing an opportunity for an individual to further their knowledge, networking and professional development while attending a NAEOP Conference.*

Registration/classes and airfare will be covered up to \$ 750.00. Click on the link included for criteria and application. The application must be completed in its entirety to be considered http://gaeop.weebly.com/uploads/1/4/0/9/14098605/naeop_conference_member_scholarship_fillable.pdf. Applications will be accepted from October 1, 2016, to January 20, 2017. A committee will review each application and award the recipient/s.

I hope you are finding the information on GAEOP programs useful. Thank you for all you do as office professionals every day.

*Teresa Himmelberger, CEOE
GAEOP President*

"Surf the Wave to a Positively Charged Life"





Transportation Secretaries

submitted by Jennifer Justesen, Administrative Board Member



Breanna Lay, Director's Secretary



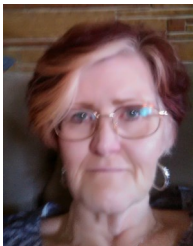
Breanna Lay has been with Granite School District for four years, all at Transportation, which she loves. She graduated from Snow College and loves being a wife and Mom to her 18 month old daughter. Breanna was born, raised, and still lives in West Jordan. Her favorite show is "The Office." She enjoys playing the piano, exercising, traveling, crafting, reading, and cake decorating, but spending time with her family is the best thing in the world!

Kennie Schlappi, Special Needs Area Supervisor's Secretary



Kennie Schlappi has been with GSD 17 years, first in Facilities, at the old district offices, and now in Transportation. She loves her busy department and great co-workers. Kennie is married, with three children and seven grandchildren. Family is important to her, and she loves spending time with them as often as she can. She enjoys camping, fishing, Dutch Oven Cooking, machine embroidery and quilting.

Cindy Venz, Area Supervisor's Secretary



Cindy Venz has been with Granite School District for 17 years. She has worked at Gourley Elementary, Kearns Junior High, and Cottonwood High School. Cindy had to wait for her one, true love but found him at 40. They married and have twin daughters and three dogs. Cindy loves to stay active, and enjoys fishing and camping. She sees herself with Granite for the rest of her career.

Emily Cebrowski, Transportation Supervisor's Secretary



Emily Cebrowski is new to GSD and just came to us in July. She worked in a Police Records Department for some time and then took a position in the private sector. She is glad to be back working in the public sector; it's a great fit for her. Emily has four kids, one of whom is married. She is currently studying for a degree in Anthropology. Her dream is to work in a National Park after she retires.



Inservice Opportunities

submitted by Danielle Kitchen, Inservice Committee Chair



The following inservice classes will be offered during October. More information about these classes, including how to sign up, will be sent via email. If you have questions, please contact Danielle Kitchen (dkitchen@graniteschools.org)

Homelessness	Monday, October 10	9:00 – 10:30 am	Auditorium BC, GEC
Homelessness	Monday, October 10	1:00 – 2:30 pm	Auditorium BC, GEC
Secondary Secretary Discovery Updates	Tuesday, October 18	9:30 - 11:30 am	C122, GEC
School Safety & Preparedness	Friday, October 28	9:00 – 10:30 am	Auditorium ABC, GEC
School Safety & Preparedness	Friday, October 28	1:00 – 2:30 pm	Auditorium ABC, GEC



October "Going the Extra Mile" Recipient

submitted by Stacy Bushell and Jennifer Justesen, "Extra Mile" Award Committee



Breanna Lay, Transportation

Here is what Kennie Schlappi, in Transportation, had to say about Breanna.

"Breanna Lay is a true example of "going the extra mile." At the end of school last year, we had some personnel changes and Breanna not only had to do her own job, she also had to learn the duties of the person that was leaving. Then she had to train the new person when they finally came on board and then help her do her job duties until she got up to speed.

"At the beginning of the school year, I was stuck on a problem and had a deadline to meet. I went to Breanna for help, and she took it upon herself to not only solve my problem, but she helped me finish the project on time. Breanna is amazing! She has helped to streamline some of the procedures in our office, which has led to less paperwork for all of us. Breanna is the backbone of our department and is always willing to help anyone no matter the question, no matter the problem. And for that I would like to nominate her going the 'Extra Mile.'"

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 or Jennifer Justesen at Safety and Compliance.



Dates & Deadlines:

October 4, 2016	Board of Education Meeting -7:00 pm
October 5, 2016	GAEOP Board Meeting -4:15 pm
October 10, 2016	Homelessness Inservice
October 10, 2016	Columbus Day
October 16, 2016	National Bosses Day
October 18, 2016	Secondary Secretary Discovery Updates
October 20, 2016	Link Articles Due
October 20-21, 2016	Fall Recess (Schools & District Office closed)
October 28, 2016	End of Term (student recess day)
October 28, 2016	School Safety & Preparedness Inservice
October 31, 2016	Happy Halloween!
March 11, 2017	UAEOP Annual Conference, Salt Lake City
May 31, 2017	GAEOP Professional Development Day, Cottonwood High School
July 12-15, 2017	NAEOP Annual Conference & Institute, Greenville, SC

Kudos Corner

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

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.

Karen Bowden	West Lake STEM
Helene Byington	YESS
Emily Cebrowski	Transportation
Marilee Evans	Human Resources
Virginia Glaittli	Beehive Elementary
Susan Law	Elk Run Elementary
Breanna Lay	Transportation
Cathy Middlemiss	YESS
Christy Margetts	Rosecrest Elementary
Melissa Maughan	Cottonwood High
Kari Parry	Taylorville High
Jamey Pease	Wright Elementary
Leesa Rij	Moss Elementary
Sylvia Salazar	Special Education
Tanya Sargent	Howard R. Driggs
Mindy Scherzinger	Research & Evaluation
Nicole Smauldon	Granger Elementary
Gaylawn Starnes	Human Resources
Jana Varney	Taylorville High
Arlee Willits	School Accountability



October is...

National Bullying Prevention Awareness Month



Although awareness of bullying has increased in recent years, many school children don't yet understand what bullying means. Some will report to parents or teachers that they are being bullied by another child whenever they are involved in a playground squabble or disagreement, or find themselves on the receiving end of negative reactions to their own behavior. These situations don't automatically reflect bullying, but can be growing experiences as people learn to interact with others who think and act

differently from themselves. Bullying is a pattern of aggressive behavior targeting and deliberately persecuting another person, and involves a real or perceived power imbalance. It can be verbal or physical, in person or online, and can cause lasting harm to its victims. Bullies may think they are better than those they bully, or that their actions won't cause any lasting harm, or they may be previous victims seeking power where they can. Whatever the reasons, bullying is abuse and cannot be allowed to continue. You may want to take some time this month to think about questions about bullying. *What is bullying? Have you seen bullying happening/been a victim/been a bully/been an ally? What can you do?* National Bullying Prevention Month helps raise awareness and gives opportunities to think about and discuss these issues. For more information see www.stopbullying.gov.

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.

2017 Open Enrollment Period

October 3, 2016 – October 19, 2016

Remember every employee is required to waive or re-enroll insurance benefits during the mandatory on-line open enrollment period (October 3 – 19, 2016) to continue insurance benefits for the 2017 plan year. **YOU MUST WAIVE or RE-ENROLL COVERAGE** at www.infinityhr.com.



IMPORTANT INFORMATION

\$50 Late Fee will be charged to employees who fail to waive or complete their 2017 elections during open enrollment. Open Enrollment will end October 19, 5:00pm (MST).

More information about Open Enrollment is available on the Benefits Department webpage:

<http://www.graniteschools.org/hr/benefits/2017-open-enrollment/>



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
Lesla Campbell or
Teresa Himmelberger.*

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



THERE
IS MAGIC
IN THE
NIGHT
WHEN
PUMPKINS
GLOW BY
MOONLIGHT



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.

Tips & Tricks

submitted by Darla Williams, GAEOP Historian

8 Ways to Make Your Life More Fun

Stephanie Sarkis Ph.D.

When is the last time you really had fun? Think about it—the last time you just let yourself go and had a good time? When did you last forget about all your daily responsibilities and live in the moment? If it's been too long, one of these assumptions about fun may be holding you back. Read on to discover how to get over them and get yourself out there:

1. You're worried what other people will think.

You don't want to look silly in front of other people. You're afraid they'll judge you. Guess what? Other people don't think about you nearly as much as you think they do. Besides, you're not a mind reader. You don't know what is going on in other people's minds. And if they are judging you for being silly and having a good time, then they're people you don't need to know anyway. To quote Dr. Seuss: "Be who you are and say what you feel, because those who mind don't matter and those who matter don't mind."

2. You think you need to spend money.

It's true: Some of the best things in life *are* free. You don't need to go on a pricey vacation or buy a lot of stuff to have fun. Many times it's just being in the moment with the people you care about. And that costs nothing. Check newspaper listings or your town's website for ideas of fun low-cost activities in your community.

3. You think you don't have the time.

There is always time to have fun. I don't care who you are or how little time you think you have—you *can make the time*. Also, fun is found in the little moments—you don't need to carve out your whole day. Block out a half-hour to do something you enjoy, just for the fun of it.

4. You think you need to plan it.

If you're a Type A planner, keep in mind that the most fun can be found in spontaneous unplanned moments. Let things happen

naturally. Let yourself experience spur-of-the-moment trips and last-minute get-togethers. Be in the present moment.

5. You mistake solemnity for seriousness.

As Jim Morrison wrote, "No one gets out of here alive." You've got one life, and it's short. Enjoy it. It is possible to take something seriously and still inject some fun and humor into it. For example, if you've ever flown Southwest Airlines, you've seen how the company takes something serious, like safety instructions, and turns it into something fun. By doing this, not only will people enjoy themselves more, they're also more likely to pay attention. So whoop it up at your next staff meeting. (Just don't tell your boss I recommended that.)

6. You think conditions have to be perfect.

Many fun moments occur when things go unexpectedly awry. Allow yourself to be imperfect, and to enjoy the imperfections of life. Humans are imperfect creatures, after all, and you're one of them. Telling yourself, "I'll have fun when...", is counterproductive and, frankly, a real bummer. Have fun now—there's no time like the present.

7. You think it has to be big and spectacular.

News flash: Every day is not 4th of July fireworks, parades, and parties. You can find fun in small moments. If you think real fun only happens at big events, you're depriving yourself of some good times. Fun is what you make it. It doesn't need to be spectacular, by any means. Sometimes it's found in 5- and 10-minute increments.

8. You're bored.

There's a symptom of depression called *anhedonia*, in which you no longer find interest or fun in things that previously got you excited. Also in ADHD it can be difficult to keep up novel tasks to excite the brain. On the other hand, if you're just plain bored, that is a *choice*. You make the changes and opportunities in your life. Get out there and have fun.

Recipe

Submitted by Teresa Himmelberger, GAEOP President

Harvest Time Apple Bars

- 2 c. flour
- 1 c. packed brown sugar
- ¾ c. granulated sugar
- 1 ½ tsp. ground cinnamon
- ½ c. (1 stick) cold butter
- 1 c. chopped walnuts
- 1 pkg. (8 oz.) cream cheese
- 2 Tbsp. milk
- 1 egg, beaten
- ½ tsp. vanilla
- 3 ½ c. chopped apples



Recipe from kraftrecipes.com

Preheat oven to 350°F. Mix flour, brown sugar, 1/2 cup of the granulated sugar and the cinnamon; cut in butter using pastry blender or two knives until mixture resembles coarse crumbs. Stir in walnuts. Reserve 2 cups of the crumb mixture for topping; press remaining crumb mixture firmly onto bottom of 13x9-inch baking pan.

Beat cream cheese and milk with electric mixer on medium speed until well blended. Add remaining 1/4 cup granulated sugar, the egg and vanilla; mix well. Pour over crust. Top with apples; sprinkle with reserved crumb mixture.

Bake 30 minutes. Cool completely and cut into 32 bars.

New/Renewing Members

Submitted by Leesa Rij, Membership Chair

Welcome to these new GAEOP members:

- Samantha Hope David Gourley Elementary
- Arlene Hinich College & Career Readiness
- Moncia Munoz-Guytan Granger High
- Tiarra Stout Human Resources
- Lora Willhard Crestview Elementary

Members who have renewed since the last newsletter:

- Nicole Startup Oquirrh Hills Elementary
- Bonnie Smith Everygreen Jr.
- Jessica Tomlin Plymouth Elementary
- Cherilyn Bramall Career & Technical Education
- Lisa Turner Morningside Elementary
- Julie Godrich Crestview Elementary

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

Next Article
Deadline:
October
20th

"The Link" is published 10 times per year for approximately 500 secretaries of Granite School District. Contributed materials are welcome and should be sent to the editor via email:

Julianne Hamblin

Fox Hills Elementary
385-646-4828

jhamblin@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

"Surf the Wave to a Positively Charged Life"



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

Visit Our Website

www.gaeop.weebly.com

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2016-2017 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters - Human Resources
Leslie Bell - School Accountability
Marijean Wolf - Talent Development
Terri Roylance - Cottonwood High School
Teresa Himmelberger - GAEOP President; Payroll Office
Amy Torres - Kearns Jr. High School
Lesla Campbell - Maintenance
Stacy Bushell - Cottonwood High School
Danielle Kitchen - School Accountability
Leesa Rij - Moss Elementary

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