



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



Attitude – Daily we are tasked with providing the best customer service we can, and we can all admit, it is challenging.

With this being said, how can we make patrons happy? This is a loaded question and honestly, depending on the demeanor of the patron from the get go, it can be tough.

I have a few phrases which might help:

- 1 – Thank you for your patience
- 2 – Let me make sure I understand the problem correctly
- 3 – Let me find out some details for you
- 4 – I can see what went wrong. Let me fix that right away
- 5 – I can't fix that for you, but here is what I can do for you
- 6 – Thank you for your feedback. I'm going to pass it along and I will let you know what happens

Now, I know many say, "If only it were that easy." At the end of the day, we really do not know what kind of day these individuals have had, so patience and kindness can go a long way.

Attitude really is a choice, always has and always will be. Yes, sometimes it is hard to have a positive attitude all the time. I have always told my kids, "Take a deep breath and count to five before you speak." The outcome of the interaction you have with individuals can be rewarding.

The next time you greet a patron, or co-worker, greet them with a smile, and a hello. This will start your interaction with them on a better foot, than if you were to scowl and just simply say "What do you need."

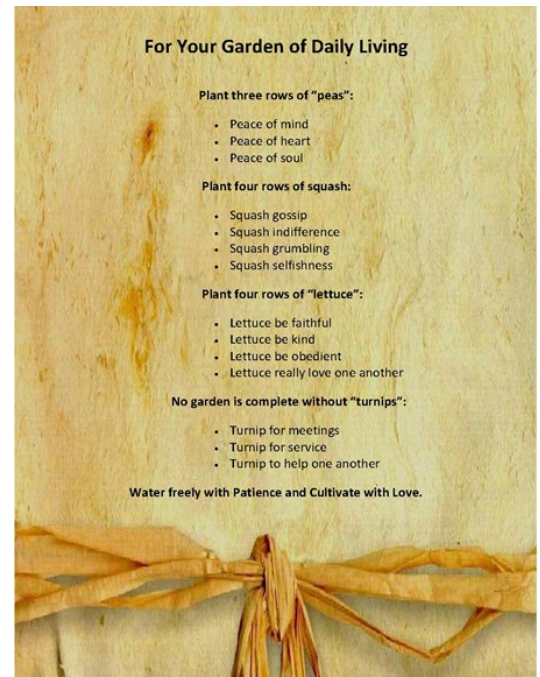
I recently received an email from a colleague and I wanted to share this great inspiration with you. I hope you enjoy these ideas as you create your own "garden of daily living."

GAEOP will be doing a Fall Social, October 24, 2018 at Taylorsville High. See all the details on page 2. We will be doing two service projects during this time and we will have some great food as well. You will have the opportunity to sign up soon, following instructions you will receive via email.

Thank you for all you do every day! You are what truly makes our schools and locations run smoothly.

Continue to "Make your own Music" every day!

*Teresa Himmelberger, CEOE
GAEOP President*



GAEOP FALL SOCIAL

Wednesday, October 24, 2018

Taylorsville High Cafeteria

5:30 – 8:00 pm

Taco Salads, Drinks, and Dessert
(gluten free available upon request)

Cost \$ 10.00 per person



SERVICE PROJECTS

Hearts Knit **TOGETHER**

Hearts Knit Together is a non-profit organization which deliver much needed personal items to those escaping domestic violence, sexual abuse or war. Our volunteers collect, craft, and assemble these kits which include hygiene items, toys, games, puzzles, clothing and stuffed animals for the children. Their mission is to offer joy and order in the lives of those in our community who need it the most. We will be putting together hair bows for little girls.

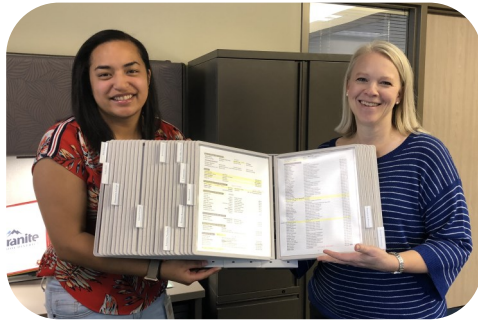
AND

Granite Education Foundation Santa Sacks!

In 2009 Granite Education Foundation started the Santa Sacks Program which helps lighten the holiday load for thousands of families. The Santa Sacks provide holiday gifts for children from preschool through high school. The sacks contain hats, gloves, blankets, hygiene kits, books, toys and school supplies. Last year the Granite Education Foundation provided approximately 3,800 sacks to students in the District. All recipients of this program are identified by the school social workers and counselors who work with these students and families every day.

In The Spotlight

submitted by Gayna Breeze, Administrative Representative



Melanie Sotele and Heidi Clark demonstrating the reference book that helps them know where to send calls.

Heidi Clark

I am one of two new faces at the Granite District Office reception desk. Melanie and I have been answering the phones since late July and learning tons about the Granite School District along the way.

Previously, I worked as a substitute teacher and 2nd grade teacher's aide. I am married and have three daughters; my oldest is a sophomore at the U of U, and my youngsters attend Skyline High. We are transplants from the Midwest and have lived in Salt Lake for the past 13 years.

In this season of life, my main pastime is being a "basketball mom" who loves to watch my girls' games. With any other free time, I enjoy hanging out with friends, baking, getting up into the mountains, Bible study, and all sorts of creative endeavors.

I am truly enjoying meeting people and learning all that I can about the workings of the district. I am always open to feedback that will help us serve you better in your role. Thanks for all your patience (and sharing a few good laughs) as we master the "main receptionist learning curve." I'm so thankful to be here.

Melanie Sotele

Hi! I'm Melanie. I am 24 years old. I am happily engaged and my fiancé's name is Salvador. I am a HUGE animal lover. I have four dogs: Raja and Katana are chocolate lab/pit bull mixes and they're six years old; Kairo is a border collie/pit bull mix and he is three years old; Tia is a great dane/mastiff mix and she is a year & a half.

In my spare time I love to hang out with my family, go to the movies, and take my dogs on hikes or to the lake. Before coming to the district I worked for a granite company doing scheduling. I am currently in school studying medical specialties and looking into the possibility of becoming a school nurse.



Melanie Sotele and Heidi Clark, the smiling faces behind the friendly voices on the main phone line.

PSP/GCPS Certificates

submitted by Gayna Breeze, PSP Committee Chair

Congratulations to these awesome office professionals, who have earned certificates in the Granite Certified Professional Standards Program.

Name	Location	Certificate Level
Sandra Brunson	Accounting	Bachelor's
Melissa Maughan	Cottonwood High	Bachelor's

Application criteria for obtaining a PSP/GCPS certificate can be found at gaeop.weebly.com/pspgcop.html.



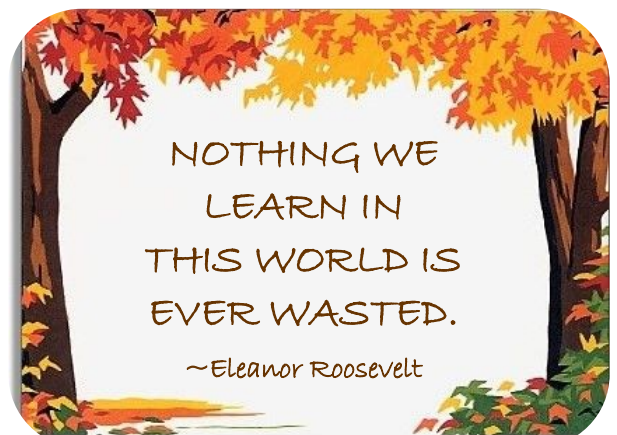
In-service Opportunities

submitted by Darla Williams, In-service Committee Co-Chair

Information about the classes, including how to sign up, is sent via email. If you have questions or ideas for future in-service trainings, please contact Michelle Raymond (mraymond@graniteschools.org) or Darla Williams (djwilliams@graniteschools.org)

Work Session (Elementary)
Tuesday, October 23

Auditorium D GEC
9:00 - 11:00 am



October "Going the Extra Mile" Recipient

submitted by Laura Purrington, "Going the Extra Mile" Chair

Stephanie Rees, Diamond Ridge Elementary



Monica Thayer (principal) and Stephanie Rees

Stephanie has been an amazing mentor. She takes time out of her busy schedule to teach and train me, she is quick to answer any question I have, no matter how silly. She is friendly, organized, and on the ball! And she recently made an awesome spreadsheet to share with all the elementary secretaries to help in trading books to meet needs as student numbers fluctuate, just because it would be helpful to everyone. She is terrific!

~Stephanie Mason

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 Laura Purrington at Kearns High School.



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 Kathie Woodruff or Teresa Himmelberger.

Tips & Tricks

submitted by Diana Pennington, Executive Representative

Employees who manage their time well are more productive, more efficient, and more likely to meet deadlines. They focus on the most important and time-sensitive tasks and limit the amount of time wasted on non-essential duties. Effective time management requires staff to analyze their workload, assign priorities, and maintain focus on productive endeavors.

Prioritizing

It is usually impossible to do every single that you need and want to do all at once, but if you prioritize well, you should be able to complete the most important tasks in an order that makes sense.

Keeping a To-Do List

To-do lists (properly prioritized and integrated with your schedule) are a great way to avoid forgetting something important. They are also a great way to avoid spending all day thinking about everything you have to do.

Delegation

Depending on what type of work you do, you may be able to delegate some tasks. Knowing what to delegate, and when, is a skill.

Remember, if you practice time management diligently and still can't get everything done, you may be trying to do too much. It is better to succeed at a few tasks than to attempt and then fail at many.

From www.thebalancecareers.com

Kudos Corner

submitted by Laura Purrington, "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.

Stacy Bushell

Tempest Fullmer

Jamilah Jameson

Kim Lovato

Melissa Maughan

Michelle Raymond

Bonese Snarr

Brynn Winn

Cottonwood High

Plumbing/Electrical

Skyline. High

Skyline. High

Cottonwood High

Kearns Jr. High

Wasatch Jr. High

Human Resources

the difference between ordinary and extraordinary is that little extra.

Tried & True Recipe

Submitted by Michelle Raymond, Jr. High Representative

Tomato and Basil Salad

I found this recipe on Facebook and tried it with my garden tomatoes and basil. It is so good.

- 1/4 cup extra virgin olive oil
- 1/4 cup freshly chopped basil
- 1 pound mozzarella (cherry-size mozzarella balls) I used regular mozzarella and cut it to bite sized pieces
- Salt and pepper to taste
- 1 pint cherry or grape tomatoes (about 2 cups)
- 3 tablespoons balsamic vinegar (regular, white, or golden) Regular balsamic vinegar will work but will darken the milky white color of the mozzarella. Use golden if you can.



Combine the oil and basil in a bowl. Add the mozzarella and season to taste with salt and pepper. Cover and let marinate for at least 30 minutes in the refrigerator.

Add tomatoes and vinegar to the mozzarella and toss to combine. Season to taste with more salt and pepper if desired, and serve immediately

Dates & Deadlines:

October 10, 2018	GAEOP Board Meeting
October 16, 2018	Bosses Day
October 18-19, 2018	Fall Recess
October 20, 2018	LINK, November Issue Articles Due
October 23, 2018	Work Session -Elementary
October 24, 2018	GAEOP Fall Social Taylorsville High School Cafeteria
October 31, 2018	Halloween
March 9, 2019	UAEOP Conference, Salt Lake City, UT
May 30, 2019	GAEOP Professional Development Day Skyline High School
July 15-19, 2019	NAEOP Annual Conference, Boise, ID



More Tips & Tricks

submitted by Darla Williams, GAEOP Treasurer

22 Tricks you must master to become a KEYBOARD NINJA

CTRL + N - Create a new document

CTRL + O - Open a new document

CTRL + S - Save a document

F12 - Save As

CTRL + A - Select All

CTRL + X - Cut

CTRL + C - Copy

CTRL + V - Paste

CTRL + A + C + N + V - Copy all & Paste into new document

SHIFT + ARROWS - Select Text where cursor is placed

CTRL + HOME - Move cursor to start of document

CTRL + END - Move cursor to end of document

SHIFT + HOME - Select whole line left of cursor

SHIFT + END - Select whole line right of cursor

CTRL + Z - Undo

CTRL + DELETE - Delete word after cursor

CTRL + BACKSPACE - Delete word before cursor

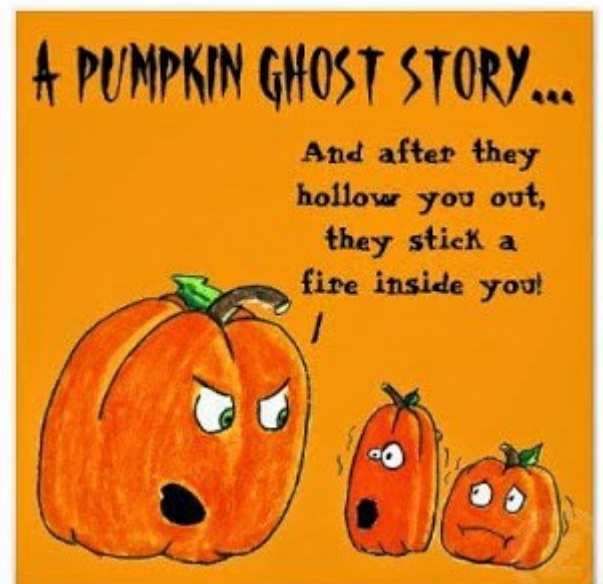
CTRL + T - Open a new tab

CTRL + L - Jump to address bar

ALT + TAB - Quickly switch programs

CTRL + F4 - Quickly close window

(WINDOWS KEY) + D - Quickly return to desktop



Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Ann Astin - October 3
Prevention & Student Placement

Brenda Harris - October 3
Redwood Elementary

Cherlyn Anderson - October 4
Kennedy Jr. High

Carol Berlin - October 5
Teaching & Learning Services

Judy Godoy - October 5
Kennedy Jr. High

Ann Jones - October 6
YESS

Christy Olsen - October 6
Hunter High

Sharon Clark - October 7
Bennion Jr. High

Tamara Gibb - October 8
Lincoln Elementary

Samantha Hope - October 8
Gourley Elementary

Lindsay Koehler - October 8
Human Resources



Jaquelin Hale - October 10
Oakridge Elementary

Michelle Dean-Jackman - October 13
Skyline High

Brooke Obray - October 13
Bates Foods

Cheryl Boynton - October 14
West Lake STEM Jr. High

Leanne Helbling - October 16
Crestview Elementary

Marcinda Mohr - October 17
Architecture, Engineering & Construction Services

Cherilyn Bramall - October 18
Career & Technical Education

Kim Lovato - October 19
Skyline High

Amy Torres - October 19
Kearns Jr. High

Julianne Hamblin - October 23
Fox Hills Elementary

Karin Cooper - October 24
Eastwood Elementary

Kim Dixon - October 24
Accounting

Dawn Binyon - October 25
Valley Jr. High

Wendy Cochran - October 25
Eisenhower Jr. High

Jane Bracken - October 31
Vista Elementary

Carmen Guevara - October 31
West Lake Jr. High



Our "Ripples"

There is no such thing as instant greatness. This is because the achievement of true greatness is a long-term process. It may involve occasional setbacks. The end result may not always be clearly visible, but it seems that it always requires regular, consistent, small, and sometimes ordinary and mundane steps over a long period of time.

~Howard Hunter

Open Enrollment

October 1, 2018—October 17, 2018

Remember every employee is required to waive or re-enroll insurance benefits during the mandatory online open enrollment period (October 1-17, 2018) to continue insurance benefits for the 2019 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 *wave* or *complete* their 2019 elections during open enrollment. Open Enrollment will end October 17, 5:00 pm.



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:

Julianne Hamblin

Fox Hills Elementary
385-646-4828

jihamblin@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



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

Visit Our Website

www.gaeop.weebly.com

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2018-2019 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Garett Muse - School Accountability, Secondary

Tina West - School Accountability, Elementary

Teresa Himmelberger - GAEOP President, Payroll Office

Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary

Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High

Diana Pennington - GAEOP Executive Representative, Support Services

Diane Roberts - GAEOP Membership Chair, Bridger Elementary

Laura Purrington - GAEOP Senior High Representative, Kearns High

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