

The Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

October 2019

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 GAEOP Fall Social/Service Project
- 3 Going the Extra Mile Award
- 4 Tried & True Recipes
Tips & Tricks
Our Ripples
- 5 Membership
In-Service Opportunities
- 6 Going the Extra Mile Overview
Welcomes
Dates & Deadlines
Scholarships
- 7 National Days and Birthdays
- 8 2019-2020 GAEOP Board
2019-2020 Advisory Committee

Teresa's Tidbits

GAEOP President's Message



How many of you can honestly say you have good communication in your lives? Do you feel like you are often left in the dark? Do you feel like you have too much information? I am sure each of you have asked yourselves these very questions, if you haven't yet, you should.

I am a "please tell me what you need" kind of person, rather than trying to guess what someone's needs are. In this capacity, there are no gray areas and I feel my life runs much better this way.

I had a conversation with my daughter not too long ago about an employee of hers. She was trying to figure out how to approach this individual about an incident that happened while my daughter was on leave with the recovery of her husband.

This individual was new to the team (two months) and was a spit fire, which my daughter loved about her. My daughter found out through the grapevine, this employee wanted to switch to the team of the supervisor that had been filling in. As I was listening to my daughter sort through how to approach this situation, the saying "What we have here is a failure to communicate" popped into my head (on the employees' part.)

My daughter has always taken pride in communication and has, with each new team member, given them the expectations she has of them, and likewise allowed them to verbalize what they would like to see happen.

As my daughter and I continued talking, I indicated to her, she may not have all the facts of the conversation between this employee and the fellow supervisor and maybe it would be wise to talk to the other supervisor first. Within minutes of us completing our conversation, the other supervisor reached out to my daughter before she even had a chance to call and asked if they could meet briefly about this individual. As it turned out, this fellow supervisor had a "conversation in passing" with the employee about her desire to switch to this supervisors' team.

This conversation with the fellow supervisor gave my daughter more complete information about the incident and provided us time to talk about what she would say when she met with

the employee. My best advice was to communicate to her about all the good qualities that my daughter saw in the employee in the interview which prompted my daughter to hire her, rather than focusing solely on the present incident at hand and see where the conversation went from there.

The conversation with her employee resulted in a very productive, open conversation where the individual was able to explain the situation and apologize for the incident spiraling out of control. It also opened a more candid communication with this individual for the future.

So, let me ask you again, do you feel like you have good communication in your life? I truly hope so, but if not, look at your communication skills and see what you could do to have a different outcome.

GAEOP Fall Social/Service Project

Diane Roberts and Carol Seastrand, Event Co Chairmen have a great event planned for us on Wednesday, October 23 at Wheeler Farm. See page 2 for more details.

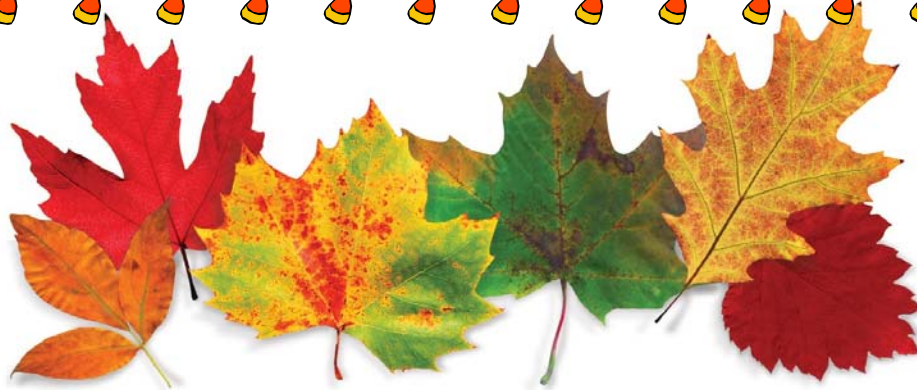
Happy Fall ~

*Teresa Himmelberger, CEOE
GAEOP President*

You can't go back and
change the beginning,
but you can start
where you are and
change the ending.

—C.S. LEWIS





GAEOP FALL SOCIAL/SERVICE PROJECT

WEDNESDAY, OCTOBER 23, 2019

WHEELER FARM BARN

5:30 pm – 7:00 pm

Dinner will be served

Texas Roadhouse Pulled Pork, Salad, Rolls, & Dessert

\$10.00/person

(Please RSVP by October 10)

Fleece Blankets

(We will have fleece squares available)

Coloring Kits

(In the google doc registration, please indicate if you can help by donating crayons and/or coloring books)

We look forward to seeing you there!

Please detach and send to Sheyla Holt @ Bates Central Kitchen with your payment.

Name _____

School Location _____

_____ Payment of \$ 10.00 is attached

Going the Extra Mile - October 2019 Winner

Submitted by Kathie Woodruff, GAEOP Secretary

ANDREA INGLEBY

*Valley Crest Elementary
October 2019 GEM Winner
Nomination Letter*

Andrea is an incredible Secretary who is always going the extra mile. She stays late after contract time to ensure all students are picked up and safe. She also cares so deeply about students that she will often find ways to ease their anxiety and create a connection with them so that they want to come to school.

Parents tell me all of the time how much she makes students feel excited about coming to school.

Michelle Christoffersen



Going the Extra Mile—October Nominees

Submitted by Kathie Woodruff, GAEOP Secretary

Congratulations to the following Office Professionals for being nominated for the Going the Extra Mile Award this month.

Doreen Yates	Special Education
Shirley Ayrton	Curriculum & Instruction
Chelsey Montez	Benefits Department
Kim Lovato	Skyline High
Leanne Helbling	Crestview Elementary
Jessica Padmos	West Valley Elementary
Angie Pester	Jefferson Junior
Jessica Padmos	West Valley Elementary
Susan Law	Elk Run Elementary
Sheyla Holt	Granite School District Central Kitchen



Tried & True Recipe

Submitted by Sheyla Holt, GAEOP Treasurer

White Bean Chicken Chili

- 1 (48 ounce) can of white beans
- 1 (16 ounce) jar of salsa
- ½ lb pepper jack cheese cut into chunks
- 2 (8 ounce) can chicken

Combine the white beans, salsa, cheese, and chicken in a slow cooker. Cook on low 4 to 5 hours until cheese is completely melted. Serve and eat.



Our Ripples

Submitted by Stephanie Rees, GAEOP Newsletter Editor

Don't wait for
things to get better. Life
will always be complicated.
Learn to be happy right now,
otherwise you'll run
out of time.

@thestreetquotes

Tips & Tricks

Submitted by Julianne Hamblin, CEOE, GAEOP Vice President

Email Etiquette Rules to Remember

The average US employee spends about a quarter of the work week combing through the hundreds of emails we all send and receive everyday. Because of the sheer volume of messages we're reading and writing each day, we may be more prone to making embarrassing errors. Here are some rules to help you keep your emails professional and avoid embarrassment.

Include a clear, direct subject line. People often decide whether to open an email based on the subject line. Give them a good idea of what will be in the email.

Think twice before hitting 'reply all.' Does everyone really need to see the response?

Use exclamation points sparingly. Using too many exclamation points can be too emotional or immature.

Be cautious with humor. Humor can easily get lost in translation without the right tone or facial expressions. In a professional exchange, it's better to leave humor out of emails unless you know the recipient well. When in doubt, leave it out.

Proofread every message. Your mistakes won't go unnoticed by the recipients of your email. And, depending upon the recipient, you may be judged for making them.

Keep tabs on your tone. Just as jokes get lost in translation, tone is easy to misconstrue without the context you'd get from vocal cues and facial expressions. Accordingly, it's easy to come off as more abrupt than you might have intended --you meant "straightforward," they read "angry and curt." To avoid misunderstandings, read your message out loud before hitting send. If it sounds harsh to you, it will sound harsh to the reader. For best results, avoid using unequivocally negative words ("failure," "wrong," or "neglected"), and always say "please" and "thank you."

Nothing is confidential--so write accordingly. A basic guideline is to assume that others will see what you write, so don't write anything you wouldn't want everyone to see. Don't write anything that would be ruinous to you or hurtful to others. After all, email is dangerously easy to forward, and it's better to be safe than sorry.

For more tips, see the full article:

Smith, J. (2016, February 2). Email Etiquette Rules Every Professional Should Follow. Retrieved from <https://www.inc.com/business-insider/email-etiquette-rules.html>

The Benefits of GAEOP Membership

“Always Stand Tall”

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! Say yes to payroll deduction and a one-time charge of \$15 will be taken from your next paycheck. Payroll deduction simplifies the process and gives an accurate record. Checks will still be accepted

To sign up, renew, or ask a question - email Diane Roberts, Membership Chairman, at droberts2@graniteschools.org



Yes! Please sign me up to be a member of GAEOP for the 2019-2020 school year. My method of payment is...

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

___ Check enclosed # _____

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

Name _____

Location _____

New Member _____ or Renew _____

Please interoffice the tear-away section to Diane Roberts at Bridger Elementary or Teresa Himmelberger in Payroll. Thanks!

In-service Opportunities

Submitted by Gayna Breeze, CEOE, Administrative Representative

10/25/2019	8:00 am - 10:00 am & 11:00 am - 1:00 pm	C121	Shortcuts and Timesavers
10/25/2019	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D228	Microsoft vs Google
10/25/2019	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D226	I am scared of my computer!
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	C121	Collaboration – Sharing Files
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D228	Excel Basics
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D226	One Note
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D314	Calendaring Tricks



Going the Extra Mile Award

Submitted by Kathie Woodruff, GAEOP Secretary

GAEOP GEM AWARD "GOING THE EXTRA MILE"

To nominate a deserving office professional, please use this QR code to access the google form on our website:



TAKE TIME TODAY TO NOMINATE

An office professional who provides the highest quality of service even when working through a difficult situation with a patron, student, or faculty member.

Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP Vice President

New/Changing Position Secretaries

Sarah Spencer Granite Peaks/Hunter High Campus

If you or someone you know is a new office professional for Granite, please contact Julianne Hamblin (jihamblin@graniteschools.org)

Dates & Deadlines

October 10, 2019	Fall Social RSVPs due (see page 2)
October 16, 2019	Boss's Day
October 17-18, 2019	Fall Recess
October 20, 2019	"The LINK" articles due for November
October 23, 2019	Fall Social (see page 2)
October 25, 2019	In-service (see page 5)
October 25, 2019	End of Term/No School
November 20, 2019	"The LINK" articles due for December
November 27-29, 2019	Thanksgiving Recess
December 23, 2019	Winter Break begins for schools
January 2, 2020	School resumes
January 10, 2020	In-service (see page 5)
May 28, 2020	GAEOP PD Day
July 20-24, 2020	NAEOP Annual Conference Salt Lake City, Utah

Scholarship Information

Winona Fullmer GAEOP Member Scholarship

This scholarship is designed to assist members of the Granite Association of Educational Office Professionals who are furthering their education. The scholarship is named in honor of Winona Fullmer, a GAEOP Past President, and is valued at \$250.

Helen P. Metos Student Scholarship

This scholarship is designed to assist students who wish to continue their education in business or office-related careers, preferably in the education field. This scholarship is named in honor of Helen P. Metos, a GAEOP Past President, and is valued at \$500.

NAEOP Conference Member Scholarship

The NAEOP Conference Member Scholarship is designed to assist members of the Granite Association of Educational Office Professionals who are pursuing a Professional Standards Program (PSP) Certificate or Granite Certified Office Professional (GCOP) through continuing education. GAEOP provides up to \$750 toward registration/airfare for an individual to further their knowledge, network and receive professional development credit for attending a NAEOP conference.

National Days & GAEOP Member Birthdays!

What fun day does your birthday fall on?



October

1 Homemade Cookie Day

2 Name Your Car Day

3 Techies Day

Dorothy Ann Astin
Prevention & Student Placement

Brenda Harris
Redwood Elementary

4 Taco Day

5 Do Something Nice Day

Carol Berlin
Teaching & Learning

Judy Godoy
Kennedy Junior

6 Noodle Day

Ann Jones
YESS

Christy Olsen
Hunter High

7 Frappe Day

Sharon Clark
Bennion Junior

LaVerne Crocker
Educational Equity

8 Fluffernutter Day

Tamara Gibb
Lincoln Elementary

Lindsay Koehler
Human Resources

Samantha Simister
Gourley Elementary

9 Moldy Cheese Day

10 Cake Decorating Day

Jaqueline Hale
Oakridge Elementary

11 Sausage Pizza Day

12 Gumbo Day

13 Train Your Brain Day

Michelle Dean-Jackman
Skyline High

Brooke Obray
Planning and Boundaries

14 Dessert Day

Cheryl Boynton
West Lake STEM Junior

15 Cheese Curd Day

Leslie Frank
Bates Foods

16 Dictionary Day

Leanne Helbling
Crestview Elementary

17 Pasta Day

Marcinda Mohr
Architectural Services

18 Chocolate Cupcake Day

Cherilyn Bramall
Career & Technical Education

Yvonne Garcia
Granite Park Junior

19 Kentucky day

Kim Lovato
Skyline High

Amy Torres
Kearns Junior

20 Youth Confidence Day

21 Pumpkin Cheesecake Day

22 Color Day

23 Mole Day

Julianne Hamblin
Fox Hills Elementary

24 Food Day

Karin Cooper
Eastwood Elementary

Kim Dixon
Accounting

25 Greasy Food Day

Dawn Binyon
Valley Junior

Wendy Cochran
Eisenhower Junior

26 Pumpkin Day

Alicia Sekuris
Compliance

27 Black Cat Day

28 Chocolate Day

29 Oatmeal Day

30 Candy Corn Day

31 Magic Day

Jane Bracken
CCR

Maria Carmen Guevara
West Lake STEM Junior



**Next Article
Deadline:
October
20th**

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

Stephanie Rees
Diamond Ridge Elementary
385-646-2680
srees@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



"Always Stand Tall"



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

Visit Our Website

www.gaeop.weebly.com

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2019-2020 GAEOP Board Members

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Vacant

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2019-2020 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters- Human Resources
Tina West - School Accountability
Garrett Muse - School Accountability
Teresa Himmelberger - GAEOP President, Payroll Office
Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary
Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High
Jackie Hale - GAEOP Historian, Oakridge Elementary
Leanne Helbling - GAEOP Elementary East Rep, Crestview Elementary
Michelle Raymond - GAEOP Secondary Rep, Kearns Jr. High

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