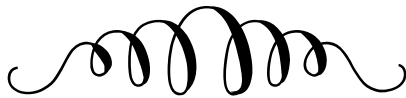




Mission Statement

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, by Teresa Himmelberger



This year, I chose "Find the Superhero in YOU" as the GAEOP theme. What is a real life superhero? Our kids tell us that it's the guy in the mask, the man flying in the sky, a big green giant with huge muscles, or a woman with a rope. But in reality, each of us are superheroes in our own way. I recently read a book that award winning motivational speaker Sam Glenn wrote. Ironically, this book is titled "*Be Your Own Superhero.*"

I was fascinated to find out that being a superhero is really just being the best version of ourselves. When you think of it, it can truly be as simple as using the skills that we have acquired, talents that we have, or our other strengths. I don't know about you, but when I help others, I am really helping myself. Each day, as a superhero, we do not wait for things to happen, we make things happen in order to keep our office running smoothly. Looking for those opportunities to do something positive is the best way to have others follow our lead.

Ask yourself, "What are your three greatest strengths (superpowers)?" This can be tough when we are talking about ourselves, but take a minute to think about those and write them down. Can you come up with a theme song for your superhero YOU? What song gets you excited or motivated? Think of a time that you were able to use your superpower (strengths). Think of ways you can use your strengths more often. I wish you much success in putting your superpowers to work this school year. Let me know how you did!

NAEOP has released their 2017-18 Webinar Series. If you are looking to take some courses to increase your learning, I encourage you to look at these webinars. Visit the NAEOP website at <http://naeop.org> to sign up for classes. More details about the webinar series is available on page 4.

The GAEOP Executive board is hard at work for you. Some of you have already had the opportunity to attend training classes. Watch for details on future trainings coming soon.

Our event committee, Michelle Raymond, Jr High Representative, and Deanne Hampson, Elementary East Representative, have planned a holiday treat, "GAEOP Oktoberfest" at Wheeler Farm. This will be in place of the Open House this year. We are fortunate to have the Granite Education Foundation and Granite Credit Union co-sponsor this event. Mark your calendar for October 18, 2017. We will be doing two service projects during this event. The first will be to help out the foundation by asking for donations of children's hard back picture books for the K-3 students in our district. The second will be to help Primary Children's Medical Center with decorations for the holidays. The flyer with details can be found on page 4.

GAEOP's "Going the Extra Mile" award is continuing this year. Stacy Bushell, Awards Chairman, is sending out postcards to the schools, as well as a Google Doc link via email to start the nominations for October. Keep those great nominations coming in. The recipient chosen each month will receive a \$25.00 Amazon gift card.

Remember to renew your membership soon. If you are not a current GAEOP member, consider joining us today. Membership is your voice. You may contact Leesa Rij if you have any questions lrij@graniteschools.org.

Thank you for being my Superheroes every day!

Have a super September!

*Teresa Himmelberger, CEOE
GAEOP President*

"Find the Superhero in YOU!"

*"Being the best you can be,
that's doable. That's possible
for anybody if they put their
mind to it."*

~ Captain America



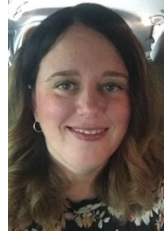
Junior High Schools

submitted by Michelle Raymond, Junior High Representative



Michelle Best works as the Financial Secretary at Olympus Junior High. Michelle grew up in Holladay and attended Churchill Jr. High and Skyline High School. After high school, she went to UVCC and then on to the U of U, graduating with a BA in English in 1998. Approximately five years later, Michelle returned to the U of U and studied Accounting.

Over the last several years Michelle worked from home. She has been the Executive Director of the Utah Alarm Association and a partner in an income tax and accounting business. She loves accounting and bookkeeping! Michelle also enjoys meeting people and helping them fix the different problems they may be facing with their books or taxes. She says, "The greatest gifts of my life have been marrying my delightful husband and having three children that I adore." Her daughter is 17 and two sons are 16 and 12. She is looking forward to this new year at Olympus Jr. High and getting to know many great people.



Charity Flanagan is new to Granite School District this year. She works at Wasatch Jr. High School as the Financial Secretary. Previously, Charity worked for four years as a part time secretary for Entheos Academy and has decided to go full time now that her children are out of elementary school. She has been married for 19 years and has three children— two sons, ages

17 and 12, and a daughter, age 14. Charity says, "I consider myself a foodie. I love to try new and unique foods and restaurants. I love to go to the movies and listen to podcasts. I enjoy hiking, musical theater, sushi, and spending time with my family and my three Shih Tzu." She is excited to be working for Granite School District, looks forward to meeting new people, and hopes for new learning and growth. We are excited to have Charity working with us.

Goodbye Summer!



Inservice Opportunities

submitted by Darla Williams, Inservice Committee Chairman

The following inservice classes will be offered during the month of September:

Emergency Protocol/Social Media	Thursday, September 14	9:00 - 10:00 am	Auditorium A, GEC
Emergency Protocol/Social Media	Thursday, September 14	1:00 - 2:00 pm	Auditorium A, GEC
Discovery Training (Look Only Users)	Tuesday, September 19	9:00 - 11:00 am	C-121, GEC
Discovery Training (Look Only Users)	Tuesday, September 19	1:00 - 3:00 pm	C-121, GEC
Fiscal Policies Training	Wednesday, September 20	9:00 - 11:00 am	Auditorium A, GEC
Fiscal Policies Training	Wednesday, September 20	1:00 - 3:00 pm	Auditorium A, GEC
Work Session - Secondary Financial Sec.	Monday, September 25	9:00 - 11:00 am	Auditorium BC, GEC

Looking ahead to October:

Work Session - Secondary Registrars/Principal's Sec.	Thursday, October 5	9:00 - 11:00 am	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, GEC
Excel Part 1 Training	Wednesday, October 25	1:00 - 3:00 pm	C-121, GEC, GEC



What is GCPS & PSP?

submitted by Danielle Kitchen, PSP/GCPS Chairman

Granite Certified Professional Standards program (GCPS) is a program to encourage professional growth through education. Secretaries who obtain a professional certificate through GCPS will be paid an extra amount each year in recognition of their achievement in obtaining the certificate. Rules and procedures for obtaining a GCPS certificate are established by Granite School District.

You can achieve any of the levels of GCPS through education or job enhancement training. Payment for certificates for contract secretaries will be made monthly in addition to regular salary. Non-contract secretaries (who work at least 20 hours per week) will be paid once a year in April. The dollar amount will be prorated based on the number of hours worked.

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally. Achievement in the program is recognized by the awarding of certificates based on education, experience, and professional activity.

All certificates must be renewed five years from the date of the original certificate and every five years after recertification in order for extra payments to continue.

More information and forms for these certifications can be found on the [GAEOP website](#), under [PSP/GCOP](#).

New/Renewing Members

Submitted by Leesa Rij, Membership Chairman

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

- Samantha Basham *Granite Park Jr. High*
- Melinda Berg *Kearns High*
- Heidi Bowles *Evergreen Jr. High*
- Juliene Christensen *Valley Jr. High*
- Hanna Condie *Granite Peaks, Hunter Campus*
- Rose Elkins *Purchasing*
- Charity Flanagan *Wasatch Jr. High*
- Pam Hopper *Valley Jr. High*
- Christine Margetts *Rosecrest Elementary*
- Traci Prichett *Information Systems*
- Sandra Riches *Resource Development*
- Tiffani Robison *Olympus High*
- Julie Shorts *Kearns High*
- Lana Sutton *Related Services*
- Erin Winkler *Kearns High*
- Elaine Wright *School Accountability*

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.



PSP/GCPS Certificates

submitted by Danielle Kitchen, PSP/GCPS Chairman

Congratulations to these awesome office professionals, who have earned certificates in the Professional Standards Programs (GAEOP & NAEOP.)

<u>Name</u>	<u>Location</u>	<u>Certificate Level Achieved</u>
Emily Cebrowski	Transportation	Intermediate
Kelly Gubler	Skyline High School	Bachelor's
Charity Flanagan	Wasatch Jr. High	Bachelor's
Darla Tolman	Prevention & Student Placement	PSP, Advanced III, Option I (recertification)

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



25th Annual UAEOP Conference

**Saturday, March 10, 2018
Granite Education Center**

More Information Coming Soon!



Utah Association of Educational Office Professionals

NAEOP 2017-2018 Webinar Series

The National Association of Educational Office Professionals (NAEOP) offers a series of webinars each year. The cost for the series of six one-hour classes is \$150 for NAEOP members and \$200 for non-members. The webinars are broadcast at 12 noon or 2:00 p.m. Eastern Standard Time, and links are available two days after the live presentations. For more information about the classes, and to sign up, visit the NAEOP website at www.naeop.org, and click on Events.

2017-2018 NAEOP Webinar Series, "Challenging the Educational Office Professional"

Creating and Delivering Highly Effective Presentations	September 27, 2017
Effective Leadership for the Educational Office Professional.....	October 11, 2017
Networking Strategies	November 8, 2017
Managing Up	January 17, 2018
Excel—Advanced Tips and Tricks	February 7, 2018
Google Forms	March 28, 2018



GRANITE EDUCATION FOUNDATION



GRANITE CREDIT UNION



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.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



Marguerita Davilla-Telck- September 1

Taylorsville Elementary

Cindy Briggs- September 2

Taylorsville High

Jean Gorringer- September 2

Granite Peaks

Judy Brooks- September 3

Granite Peaks

Janice Reading- September 4

Jones Center

Toni Ipson- September 5

Western Hills Elementary

Tina Madsen- September 5

Pioneer Elementary

Erin Wright- September 6

Student Assessment

Stephanie Rees- September 10

Diamond Ridge Elementary

Hanna Condie- September 11

Granite Peaks, Hunter Campus

Leasa Foust- September 14

Hunter High



Bonese Snarr- September 14

Wasatch Junior High

Tiffany Vandertoole- September 14

Bates Foods

Kathy Ellis- September 17

Human Resources

Sheyla Holt- September 17

West Valley Elementary

Catherine Middlemiss- September 18

YESS Program

Heidi Brooks- September 20

Accounting

Milena Pehar- September 21

Lincoln Elementary

Helene Byington- September 24

YESS Program

Trinidee Marchant- September 24

Granite Peaks

Rachael Morton- September 26

Olympus High.

Michelle Jensen- September 28

Spring Lane Elementary

Notes from NAEOP Conference

submitted by Julianne Hamblin, Elementary West Representative

In a class at the NAEOP Conference in South Carolina this summer I learned a great shortcut to use in Microsoft Outlook. The **Signature** feature can come in handy not only for your signature line, but also for entire messages you send frequently or on a regular basis. This helps so you don't have to write the email from scratch each time you need to send the message. I have found several ways to use this as I started a new school year—requesting drops/deletes from other schools, notifying our school team of new or withdrawing students, reminders when teacher supply card logs are due.

To create a signature in Outlook:

- Open a new message.
- Choose Signature on the Ribbon, then select Signatures from the drop down menu, and click New.
- Type a name for the signature, then click OK.
- Highlight the signature name, and in the Edit signature box, type the text you want to include in the signature, and click OK.



Keep Smiling

September is...



Hunger Action Month

“Children and adults face hunger in every community across the country. Your neighbor, child’s classmate or even coworker may be struggling to get enough to eat. Whether it’s by advocating and raising awareness, volunteering or

donating, you can find the way that’s right for you to make a difference during Hunger Action Month. Together, we can solve hunger.” (from feedingamerica.org)

The Utah Food Bank does a great job providing food for hungry people throughout our state, but it takes the efforts and donations of many people to help. With each \$1 donation, the Utah Food Bank can provide \$7.81 worth of goods and services. How can you help? Visit utahfoodbank.org to find out about events designed to help feed hungry people in Utah. Even small individual donations combine to make a big difference.



Suicide Prevention Month

“September is National Suicide Prevention Awareness Month –a time to share resources and stories in an effort to reach out to those affected by suicide, raise awareness and connect individuals with suicidal thoughts to treatment services.

“Suicidal thoughts, much like mental health conditions, can affect anyone regardless of age, gender or background. In fact, suicide is often the result of an untreated mental health condition. In many cases, individuals, friends and families affected by suicide are left in the dark, feeling shame or stigma that prevents them from talking openly about issues relating to suicide.” (from National Alliance on Mental Illness website, nami.org)

Click on the links below to find out more about:

- [Warning signs and risks of suicide](#)
- [Preventing suicide as a family member or caregiver](#)
- [Being prepared for a crisis](#)

See nami.org/suicideawarenessmonth

Dates & Deadlines:

September 6, 2017	GAEOP Board Meeting - 4:15 pm
September 14, 2017	Emergency Protocol/Social Media Training - 9 am & 1 pm
September 15, 2017	PSP Filing Deadline (NAEOP)
September 19, 2017	Discovery Training (Look Only Users) - 9 am & 1 pm
September 20, 2017	LINK, October Issue Articles Due
September 20, 2017	Fiscal Policies Training - 9 am & 1 pm
September 25, 2017	Work Session (Secondary Financial Secretaries) - 9 am
September 25 & 26, 2017	Junior High PT Conferences
September 26 & 27, 2017	Elementary SEP Conferences
September 27 & 28, 2017	Senior High PT Conferences
September 28, 2017	GAEOP Advisory Meeting - 9:30 am
September 29, 2017	Comp Day for PT/SEP Conferences
October 3, 2017	GSD Board Meeting - 7 pm
October 4, 2017	GAEOP Board Meeting - 4:15 pm
October 5, 2017	Work Session (Secondary Registrars/Principal’s Sec.) - 9 am
October 9, 2017	Textnology Budget Training - 9 am & 1 pm
October 18, 2017	GAEOP Oktoberfest - 5:30 pm
October 19 & 20, 2017	Fall Recess (Schools & D.O. closed)
October 25, 2017	Excel Part 1 Training - 9 am & 1 pm
March 10, 2018	UAEOP Annual Conference, GEC, Salt Lake City
May 31, 2018	GAEOP Professional Development Day location TBD
July 16-20, 2018	NAEOP Annual Conference, Bloomington, MN

“If we did all the things we are capable of, we would literally astound ourselves.”

~Thomas A. Edison

Tips & Tricks

submitted by Leesa Rij, GAEOP Membership Chairman

Ten Ways to De-Stress Your Office Space from Readers Digest

1. **GET A HEAD START**—If possible try and leave a little earlier so that you aren't rushing around so much.
2. **BRING SNACKS**—Healthy snacks help to keep your blood sugars up and keep you in a good mental state.
3. **GIVE YOURSELF CREDIT**—Most of us don't give ourselves credit for doing a good job or finishing a task on time. So praise yourself out loud. You deserve it!!
4. **SCHEDULE 10 MINUTES OF WORRY TIME**—We all need a few minutes to worry about something. It is ok to step away into a quiet place give yourself a few minutes to think out the problem; it will help to lighten you load so that you can get back to work and be productive.
5. **MANAGE YOUR EMAIL**—Plan a few times a day for you to look at your email. After looking don't go back and look again until later. Don't let your email manage you.
6. **STRETCH**—Take a few breaks during the day for stretches. Just 30 seconds will help get some of the kinks out. If you have more time get up and walk around the office or in the halls just; five minutes can help to clear your mind.
7. **HAVE A PERSPECTIVE REMINDER**—Stress has a way of taking over our lives at times. Usually our troubles are smaller than they seem. Remind yourself with a calming picture of the ocean or a beautiful sunset—something that will help to calm your soul.
8. **PLAN AHEAD**—When work is challenging you devote a little of your down time to make a list for the next day or week. When you check items off your list you have a feeling of accomplishment.
9. **SOCIALIZE WITH COLLEAGUES**—Suggest a once a week gathering with coworkers where all of you can talk about a particular issue and get things out in the open so that all of you can work together to help solve a problem or address a concern.
10. **REMINDE YOURSELF WHY**—Sometimes life is so overwhelming that we forget the reason we are doing things. Set a picture on your desk of what is important to you. Your family, a pet or even a special place. Take a deep breath and remember the things that are most important in your life.

Tried & True Recipe

submitted by Jolene Chesnut, Part Time Employee Representative

FRUIT SALAD

This is a favorite recipe that I use all summer.

Ingredients

- 2-4 red apples – cut into bite size pieces
- 2 cups green grapes - cut in half if too big
- 2 cups strawberries – cut into bite size pieces
- 1-2 bananas – cut into bite size pieces
- 6-8 oz. whipped cream
- 6-8 oz. fruity yogurt (strawberry-banana, raspberry or peach are my favorites)



Instructions

Place cut apples, grapes, and strawberries in a large mixing bowl.

Carefully stir in yogurt and whipped cream.

Carefully stir in cut bananas.

NOTE: You may add more fruit, yogurt and/or whipped cream, or any other kind of fruit. This is a colorful fruit salad, so I like to make sure the colors look nice together.

*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.*



"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>



www.gaeop.weebly.com

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- Don Adams - Assistant Superintendent, Support Services
- Ben Horsley - Communications
- Patrick Flanagan - Human Resources
- Donnette McNeill-Waters - Human Resources
- Tina West - School Accountability
- Marijean Wolf - Talent Development
- Mark Ellermeier - Eisenhower Jr. High School
- Teresa Himmelberger - GAEOP President; Payroll Office
- Amy Torres - GAEOP Vice President, Kearns Jr. High School
- Les 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 the 4th Thursday of each month to discuss issues concerning the Granite School District office professionals.