



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 Professionals



Inside:

- 2 In the Spotlight
Inservice Opportunities
- 3 New Faces
New/Renewing Members
PSP/GCOP Certificates
- 4 NAEOP 2016-2017 Webinar Series
- 5 Happy Birthday to You...
Open Enrollment
HRA & Biometric Screenings
- 6 Hunger Action Month
Suicide Prevention Month
Dates & Deadlines
- 7 Tips & Tricks
Recipe Corner
Condolences
- 8 2016-2017 GAEOP Board
2016-2017 Advisory Committee

Teresa's Tidbits



Teresa Himmelberger
GAEOP President

GAEOP offers so many programs that I thought I would take the next few months and go into some detail about each one.

The **Mentoring Program** was developed about 10 years ago to help secretaries who are new to the district or who have transferred to a completely different job. Two years ago, I worked with our GAEOP Advisory committee to update the program based on what we felt was important for a new secretary to know. This revised program, implemented last year, has already shown success. Each year a committee will reevaluate the program. Here is the how the program works:

- ◆ *Mentors are chosen, with the input of several departments, to assist in this program.*
- ◆ *Each mentor is asked to provide instruction and expertise to the new secretary. This includes a minimum of two 2-hour visits, introduction to the administration, and continued contacts during the year.*
- ◆ *Each mentor and mentee receives an instruction manual during a meeting, to discuss the expectations and benefits of the program.*
- ◆ *Mentors are provided a one-time stipend after the completion of a year of training. A scoring system is used to determine payment for their services.*
- ◆ *Feedback will be solicited from the mentor and mentee during an end-of-year review.*

If you are a new secretary or know of one who does not have a mentor assigned, please contact Stephanie Maarse at 385-646-4212.

Another program GAEOP will continue this year is the **"Extra Mile" Award**. This offers many opportunities for an

administrator, faculty member, patron, or co-worker to nominate an **office professional** who goes above and beyond their normal duties. Qualities we look for are:

- ◆ *Provides the highest quality of service*
- ◆ *Contributes to a positive work place*
- ◆ *Provides a professional quality of work*
- ◆ *Works as a Team Player*
- ◆ *Demonstrates initiative*
- ◆ *Makes personal effort to "go the extra mile"*
- ◆ *Treats each person professionally—with warmth, courtesy and respect*

In an effort to recognize more individuals for the exemplary work they do, this has replaced the Office Professional of the Year Award. An email will be sent at the beginning of each month with a link to nominate a deserving individual. Winners will be chosen by a committee. Members of the committee will not know who the nominees are; they will only see the reasons the individual is being nominated. Monthly recipients will receive a \$ 25.00 Amazon gift card. At the end of the year, one overall winner will be selected from the monthly winners, and recognized at our annual Professional Development Day.

Keep up the great work you do! The GAEOP Executive board is here for you. You will find the board members and the position they hold on the back page of this newsletter. As always, you may contact me if you have any questions. Be sure to check out our website at gaeop.weebly.com.

Teresa Himmelberger, CEOE
GAEOP President

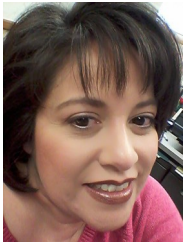




Appointed Board Member

Appointed board members are appointed to fill open positions for the current school year.

Jennifer Justesen, Administrative Board Member



Jennifer started working for Granite School District in 2008. She worked as a registrar for the YESS program for a year before taking a position at Cottonwood High School as a CTE Secretary. Last year she moved to Safety and Compliance. Her favorite thing about working for Granite has been the people she has met—coworkers and supervisors have been great!

She's been married to her husband Brian for 20 years. They have two beautiful daughters— one just graduated from high school, and one married. She has two wonderful grandchildren. Jennifer says, “the person I admire most will always be my Grandpa, who I’m quite sure could have walked on water had he been so inclined. I keep his picture with me always and whenever I have troubles try to contemplate what he would have done. Like him, I think that being a grandparent is the best thing ever and I practice as often as possible.” When she’s not working or practicing Grandma skills, she loves to write poems and short stories. Her family enjoys camping and Sunday dinners. She love pearls more than diamonds, and wildflowers more than roses. She hangs her towels and sheets to dry outside in the summer because she thinks it’s fun, and she absolutely hates shopping for groceries!

THREE SIMPLE RULES IN LIFE

1. IF YOU DO NOT GO AFTER WHAT YOU WANT, YOU'LL NEVER HAVE IT.
2. IF YOU DO NOT ASK, THE ANSWER WILL ALWAYS BE NO.
3. IF YOU DO NOT STEP FORWARD, YOU WILL ALWAYS BE IN THE SAME PLACE.



Inservice Opportunities

submitted by Danielle Kitchen, Inservice Committee Chair

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

Payroll	Thursday, September 8	9:00 - 11:00 am	Auditorium A, GEC
Payroll	Thursday, September 8	1:00 - 3:00 pm	Auditorium A, GEC
Sr. & Jr. High Registrars Work Session	Friday, September 16	9:30 - 11:30 am	Auditorium BC, GEC
Sr. & Jr. High Principal Sec Work Session	Friday, September 16	1:30 - 3:30 pm	Auditorium BC, GEC
Elementary Work Session	Friday, September 30	2:00 - 4:00 pm	Auditorium BC, GEC

Looking ahead to October:

Homelessness	Monday, October 10	9:00 - 10:30 am	Auditorium BC, GEC
Homelessness	Monday, October 10	1:00 - 2:30 pm	Auditorium BC, 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

New Faces

submitted by Leesa Rij, Membership Chair

Welcome to these office professionals who have come to work for Granite School District in recent months! We look forward to working with you and getting to know you.

- **Julie Anderson**, *Hunter Elementary*
- **Lindy Watts**, *Hillside Elementary*
- **Jessica Tomlin**, *Plymouth Elementary*
- **Kelly Franz**, *Cottonwood Elementary*
- **Kelly Shields**, *Farnsworth Elementary*
- **Cassandra Childress**, *Roosevelt Elementary*
- **Karin Cooper**, *Bonneville Junior High*
- **Cynthia Turner**, *Kennedy Junior High*
- **Ann Shields**, *Matheson Junior High*
- **Monica Munoz-Gaytan**, *Granger High*
- **Tiffani Robison**, *Olympus High*

New/Renewing Members

Submitted by Leesa Rij, Membership Chair

Welcome to these new GAEOP members:

- Emily Neilson Beehive Elementary
- Ann Shields Matheson Jr.
- Karin Cooper Bonneville Jr.
- Brittany Jolley Cyprus High
- Dena Loveless David Gourley Elementary

Members who have renewed since the last newsletter:

- Kathy Withers Taylorsville High
- Christy Margetts Rosecrest Elementary
- Stormy Goeckeritz Benefits
- Bonnie Linder Hunter Jr.
- Cris Brimley Churchill Jr.
- Barbara Longmore Redwood Elementary
- Trinda Burdett Educational Technology

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/GCOP Certificates

submitted by Stacy Bushell, PSP/GCOP Chair

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

<u>Name</u>	<u>School or Department</u>	<u>Certificate Level Achieved</u>
Jamie Christensen	Human Resources	Advanced I
Robyn Elmore	Westbrook Elementary	Bachelor's
Teresa Himmelberger	Payroll	CEOE
Lindsay Koehler	Accounting	Bachelor's
Debra Larsen	Oakwood Elementary	GCOP
Jana Varney	Taylorsville High	Intermediate

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

NAEOP 2016-2017 Webinar Series

submitted by Danielle Kitchen, Inservice Committee Chair

“Enhancing the Skills of the Educational Office Professional”

The National Association of Educational Office Professionals is offering a webinar series for all office professionals. Below are descriptions and dates of the classes that are being offered. The fee for the series is \$125.00 for NAEOP members and \$175.00 for non-members. For more information about the series and to register, visit www.naeop.org.

Microsoft Excel Tips and Tricks - September 22, 2016

This training is designed specifically for educational office professionals and covers many of the most useful and powerful features you will need in an educational environment. Whether you are a beginner or an experienced pro, you will come away with great techniques and strategies that will save time and generate both highly functional and attractive documents. Time saving tips and little known tricks will also be covered. Topics will include: spreadsheet aesthetics, basic operations, conditional formatting, logical operators, time functions, working with multiple worksheets, and data validation.

Microsoft Word Tips and Tricks - October 20, 2016

This webinar is to cover many of the many useful and powerful features you will need in an educational office environment. Whether a beginner or a seasoned pro, you will come away with practical strategies for leveraging the power of this application. Topics will include: auto correct, document formatting, style sheets, line and paragraph spacing, working with tables, and creating fill-in forms.

All Things Google - November 17, 2016

This webinar will provide an overview of the Google suite of apps: Gmail, Google Calendar, Docs, Sheets, Slides, Drive and Forms. Learn the basics for getting started and also many built in and third party “add-on’s” that can expand your effectiveness. Google is especially suited for collaboration an essential benefit in an educational environment. Importing and exporting to and from Microsoft Office to Google also will be covered.

Effective Business Writing - February 16, 2017

This training will explore the characteristics of effective office writing. You will learn how to enhance your skills by writing simpler and tighter, keeping words focused and to the point, and understanding who is reading what is written. With proper grammar, punctuation, word usage and etiquette, your writing will improve communication and promote the image of your department with all stakeholders.

Building Positive Relationships at Work - March 16, 2017

Building relationships is proactive and intentional. Highly successful educational office professionals leverage positive professional relationships to enhance their effectiveness in the service to all stakeholders. In this workshop you will hear practical approaches from a panel of NAEOP members who have walked the walk.

Creating SMART Goals - May 18, 2017

Successful people have goals; the most successful people review their goals weekly. In this webinar, you will learn how to develop personal and professional goals that are Specific, Measurable, Attainable, Realistic, and Timely. Strategies for getting started with SMART goals and keeping on track also will be covered.

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



Marguerita Davilla-Telck- September 1

Taylorville Elementary

Toni Ipson- September 5

Western Hills Elementary

Tina Madsen- September 5

Pioneer Elementary

Stephanie Matsamas- September 6

Sandburg Elementary

Erin Wright- September 6

Student Assessment

Stephanie Rees- September 10

Diamond Ridge Elementary

Lourdes Montes- September 11

Copper Hills Elementary

Jill Sandberg- September 11

Student Assessment

Laura Purrington- September 13

Kearns High

Leasa Foust- September 14

Hunter High

Bonese Snarr- September 14

Wasatch Junior High

Tiffany Vandertoolen- September 14

Bates Foods

Kathy Ellis- September 17

Human Resources

Sheyla Holt- September 17

West Valley Elementary

Emily Neilson- September 17

Beehive Elementary

Catherine Middlemiss- September 18

YESS

Heidi Brooks- September 20

Accounting

Milena Pehar- September 21

Lincoln Elementary

Kathy Withers- September 22

Taylorville High

Helene Byington- September 24

YESS

Trinidee Marchant- September 24

Granite Peaks

Jessica Lokeni- September 25

Kearns High

Rachael Morton- September 26

Olympus High.

Michelle Jensen- September 28

Spring Lane Elementary

Joann Monroe- September 30

School Accountability



Open Enrollment



The Open Enrollment period for insurance benefits is coming right up. Watch for information coming soon from the Benefits Office.

All employees eligible for insurance must complete the online form to re-enroll or waive insurance benefits. Benefits Fairs will be held during the open enrollment period to help answer any questions you may have.

Information will also be posted on the Benefits Department Intranet Page ([intranet>departments>benefits](#)).

HRA & Biometric Screening

An HRA, or Health Risk Assessment, is a short health survey completed online. Combined with the Biometric Screening it can help you realize your risk factors for certain health conditions or diseases, and identify some areas where you can take action to improve your health. The HRA and Biometric Screening are required to avoid a \$10/month increase in medical health premiums for next year. They can be completed any time during 2016 by visiting your medical provider, then entering the information online through the link on the Benefits Department Intranet Page. You can also complete the screening at one of the Benefits Fairs in October. This year you can even schedule an appointment for the screening to avoid waiting in line. For more information, visit the Benefits Department Intranet Page ([intranet>departments>benefits](#)).

Hunger Action Month

“Hunger exists in every county in the U.S., affecting 48 million Americans including 15 million children. The Feeding America nationwide network of food banks believes that hunger IS solvable and is leading the fight to end it.

“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 \$7.61 worth of goods and services. The following are some ways you can help during Hunger Action Month. Smith’s Food & Drug *Pour it Forward* campaign helps provide milk for those in need. You can donate at the register during September. Bank of America is matching donations to the Utah Food Bank 2:1 this month. For details about these efforts or to find ideas about other ways you can help, check out utahfoodbank.org.



#HungerActionMonth

Suicide Prevention Month



“September 2016 is also known as National Suicide Prevention Awareness Month which helps promote resources and awareness around the issues of suicide prevention, how you can help others and how to talk about suicide without increasing the risk of harm.

“Suicidal thoughts can affect anyone regardless of age, gender or background. Suicide is the third leading cause of death among young people and is often the result of mental health conditions that affect people when they are most vulnerable. In many cases the individuals, friends and families affected by suicide are left in dark, feeling shame or stigma that prevents talking openly about issues dealing with suicide.”

(from NAMI.org)

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 5, 2016	Labor Day Recess
September 7, 2016	GAEOP Board Meeting - 4:15 pm
September 8, 2016	Payroll Inservice - 9:00 am; 1:00 pm
September 15, 2016	PSP Filing Deadline
September 16, 2016	Sr & Jr High Work Session, Registrars - 9:30am
September 16, 2016	Sr & Jr High Work Session, Principal Sec - 1:30pm
September 19 & 20, 2016	Senior High Parent/Teacher Conferences
September 20, 2016	LINK, October Issue Articles Due
September 20 & 21, 2016	Junior High Parent/Teacher Conferences
September 21 & 22, 2016	Elementary SEP Conferences
September 22, 2016	GAEOP Advisory Meeting - 9:30 am
September 23, 2016	Comp Day for PT/SEP Conferences
September 30, 2016	Elementary Work Session - 2:00 pm
October 10, 2016	Homelessness Inservice - 9:00 am; 1:00 pm
October 20-21, 2016	Fall Recess
October 28, 2016	End of Term (student recess day)
October 28, 2016	School Safety & Preparedness Inservice - 9:00 am; 1:00 pm
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

10 ways to live an extraordinary life

1. Pay attention.
2. Be grateful.
3. Stop comparing.
4. Let go.
5. Make space.
6. Slow down.
7. Admire small miracles.
8. Write it down.
9. Act like a tourist.
10. Be Extraordinary.

Tips & Tricks

submitted by Darla Williams, Historian

WORDS TO LIVE BY

My own list constructed from several lists on PINTEREST (isn't it a wonderful thing!)

- Wash your hands.
- Take the stairs. . .or bust out elevator push-ups.
- Give credit, take blame.
- Sanitize everything.
- When opening presents – nobody likes a good guesser.
- Never get a haircut the day of a special event.
- Set reminders to get up and move.
- Drink lots of H2O.
- Know when it is time to say NO.
- Don't mention someone's sunburn to them, believe me – they know.
- Compliment other people.
- Park “wicked far” from the building.
- Don't skip breakfast.
- If you are sick – STAY HOME.
- If you have made your point, stop talking.
- Take back your lunch break.
- Under no circumstance do you ever ask a woman if she is pregnant!
- Deskercise (you will look silly, but feel great)
- Laugh every day.
- Just say NO to the soda machine.
- It is never too late for an apology.
- Don't BOO. Even the ref is somebody's son.
- Get super vaccinated - proactively kick illness in the chops.
- Forgive yourself for your mistakes.
- Kill the clutter.
- When entrusted with a secret – keep it!
- Just because you can, doesn't mean you should.
- Be kind. Everyone is fighting their own fight.
- Be mindful of what comes between you and the earth.
- Always buy good shoes, tires, and sheets.
- There are plenty of ways to enter a pool. The stairs is not one of them.

Recipe Corner

submitted by Amy Torres, Vice President

Pepperoni Pizza Football Cheese Ball



Ingredients

- 16 oz. cream cheese, softened
- 1 tsp Italian seasoning
- 8 oz. finely shredded mozzarella cheese
- ½ cup shredded parmesan cheese
- 2 5 oz. bags mini pepperoni slices, divided
- 3 green onions, thinly sliced
- ½ cup chopped bacon
- 1 4 oz. jar diced pimientos, drained and patted dry

Instructions

Beat the cream cheese until light and fluffy. Beat in the Italian seasoning, mozzarella cheese, and parmesan cheese.

Mix in half of the pepperoni slices, green onions, bacon, and pimientos.

Line a small bowl with plastic wrap. Spoon cheese mixture into bowl. Press mixture into bowl so that it takes on the shape of the bowl. Use the ends of the plastic wrap to wrap up the cheeseball firmly. Transfer the wrapped cheese ball to a cutting board and use your hands to shape it into a football.

Refrigerate for at least 2 hours and up to 48 hours.

Remove the cheese ball from the fridge and cover with remaining pepperoni, pressing gently to adhere.

Serve with pretzels, bread sticks, crackers, and veggies.

(Recipe and picture from momontimeout.com)

*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
Lesia Campbell or Teresa
Himmelberger.*



“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

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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

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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

Lesa 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.