

THE Link

September 2018

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

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



It is always good at the beginning of a school year, or when we have a big turnover in staff, to review the programs our association provides. You will find those below with explanations of their purposes.

PSP/GCOP Certifications. Have you attended a training recently or are you planning to? Are you working toward either a GCOP or PSP certification? At the completion of each training GAEOP provides, you will receive a certificate of completion. Each of these certificates award you in-service points, which over time can add up to more money for you. Details can be found at gaeop.weebly.com under the PSP/GCOP heading. Lynda.com also provides classes online. You will find a list of classes approved by GAEOP to receive in-service credit under the Lynda.com tab on gaeop.weebly.com.

Scholarships. Are you attending classes through a university, community college or other entity? The Winona Fullmer Member Scholarship, in the amount of \$250.00, is given each year to help a GAEOP member with continuing his/her education.

The Helen P. Metos Student Scholarship for \$500.00 is offered to a high school senior planning to pursue their education in the business education or office fields.

The GAEOP Member Conference Scholarship awards up to \$750.00 for a GAEOP member's registration and airfare to attend a NAEOP (national) conference. Each year this conference is held in a different state. The NAEOP conference is filled with professional development opportunities, time to network with office professionals from across the country, and friendships you will cherish.

All applications can be found on gaeop.weebly.com under the Scholarship tab.

Social/Service Project. The Social/Service Project Committee coordinates an event where we network and work on a community

service project. Thanks for your continued support with this event each year. Information on this year's project will be coming soon.

Recognitions. The "Going the Extra Mile" (aka GEM) Award, was implemented a few years ago to recognize individuals that go above and beyond their normal job duties. This begins in October and ends in May each year. The nominations are reviewed and voted on by a committee. The committee members do not know the names of the nominees. Each monthly recipient will be included in the voting for the overall GEM award at the end of the school year and acknowledged at our annual Professional Development Day.

PD Trainings. GAEOP provides up to 30 hours of professional development throughout the school year, as well as six hours during the annual Professional Development Day at end of the school year. An email will be sent with a link to sign up to attend these classes.

We are always looking for new ideas and programs to implement. If you have an idea, we would love to hear from you.

Don't forget to send me your great quotes (ripples) that we can share throughout the year. thimmelberger@graniteschools.org.

Continue to "Make your own Music" every day!

*Teresa Himmelberger, CEOE
GAEOP President*

Do everything with a good heart and expect nothing in return and you will never be disappointed.



In The Spotlight

submitted by Kathie Woodruff, GAEOP Secretary

Thomas Jefferson Jr. High Secretaries



Kathie Woodruff

Jacki Peercy

Kristal King

Angie Pester

has been the Principal's Secretary at Jefferson for 20 years and in the district for over 30.

She has eight children, 24 grandchildren and 10 great-grandchildren... and recently added 750 grandchildren... the kids at Jefferson call her "Grandma!" She loves it!!!

...and is an avid Ute Football fan. Gooooo UTES!

known as Miss Congeniality, is the Registrar and has been at Jefferson since the school opened in 1988.

Jacki has three sons, five grandchildren and one great-grandchild. She loves watching them enjoy rodeos, water polo and gymnastics.

She also spends time hanging out with good friends at dinner or the movies.

is the Counseling Center Secretary. Before starting working at Jefferson, she volunteered as PTSA President for four years.

She has four children and one grandson.

She is on the board for UTE Youth Football and supports everything they do.

She loves reading and spending time with her grandbaby!

is the Bookkeeper and keeps everyone on their toes financially. She has been at Jefferson for eight years and was at Taylorsville for fourteen.

She can also be spotted literally dancing on her toes in the halls when no one is looking. She teaches at Dance Biz in her spare time!

She is married to the love of her life, Rory, has two angel babies and a darling fur baby named Chewie!



Tried & True Recipe

Submitted by Julianne Hamblin, GAEOP Vice President

I like to try new salad recipes during the summer. This salad made a yummy addition to a barbeque dinner.

Jalapeno-Lime Slaw

- 1/3 cup fresh lime juice
- 1 tsp sugar
- 3/4 tsp kosher salt
- 1/4 tsp freshly ground pepper
- 3 Tbsp olive oil
- 1/2 cup thinly vertical sliced red onion
- 1/2 cup coarsely chopped fresh cilantro
- 1 (16-oz) package cabbage and carrot coleslaw and/or broccoli slaw mix
- 4 jalapeno peppers



myrecipes.com

Combine first four ingredients in a large bowl, stirring with a whisk. Gradually add olive oil, stirring constantly with a whisk. Add onion, cilantro, and coleslaw.

Thinly slice the jalapenos, remove seeds, and add to the mixture. Toss well to coat. Cover and chill for at least an hour.

From Cooking Light Big Book of Salads

Dates & Deadlines:

September 4, 2018	GSD Board Meeting
September 5, 2018	GAEOP Board Meeting
September 15, 2018	PSP Filing Date (NAEOP)
September 20, 2018	LINK, October Issue Articles Due
September 24-25, 2018	Elementary SEP Conferences
September 25, 2018	Inservice: Work Session (Secondary)
September 25-26, 2018	High School PT Conferences
September 26-27, 2018	Junior High PT Conferences
September 28, 2018	Comp Day for PT/SEP Conferences
October 2, 2018	GSD Board Meeting
October 3, 2018	GAEOP Board Meeting
October 11, 2018	Inservice Training: Fiscal Policies
October 18-19, 2018	Fall Recess
October 20, 2018	LINK, November Issue Articles Due
October 23, 2018	Inservice: Work Session (Elementary)
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

Tips & Tricks

submitted by Diana Pennington, Executive Representative

Being a good secretary means being prepared, efficient, and well organized. By improving and perfecting your communication and organization skills, you can become an expert secretary and an indispensable part of a team, making your employment more engaging, secure, and enjoyable.

Be on time. Give yourself plenty of time to commute to the office and get to meetings or other appointments. Be early to give yourself time to prepare or just catch up on emails or other tasks.

Try tracking the time it takes you to get to work every day to see what the true average is and adjust your timing accordingly. Add a buffer time of 15 or 20 minutes to any given time, and even test out how long it takes to get somewhere in advance of going there for the first time.

Be efficient and friendly on the phone. Practice your greeting and other important or common information you need to say over the phone. Have the list of phone extensions for your office right in front of you and work on committing them to memory so you can transfer calls quickly.

Get to know the special features of your office phone, like sending someone straight to an employee's voicemail or adding people into a conference call, so you can save time and avoid technical difficulties.

Check your grammar. Make sure that every form of written communication you send out is spell-checked and free of grammar and punctuation errors. Spend the extra few minutes to read over emails, agendas, and other correspondence to check that everything is correct and save the later time and embarrassment of having to issue corrections or answer emails from confused recipients.

[from www.wikihow.com](http://www.wikihow.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
Kathie Woodruff or
Teresa Himmelberger.*

Going the Extra Mile Award Nominations

GAEOP is excited to continue the “Going the Extra Mile Award” again this year. This monthly award is available to **all** office professionals who go “above and beyond” in their duties.

This program recognizes the amazing secretaries, receptionists, lunch clerks, attendance and guidance counselor clerks, bookkeepers, registrars, and other office staff that help make your office amazing.

Watch your email for invitations to nominate someone you feel deserves to be recognized for going above and beyond their normal duties. Please share examples of how your nominee went the “Extra Mile.” The deadline for nominations is the 20th of each month. Send your nomination to Laura Purrington at lpurrington@graniteschools.org. The judges will select a monthly winner who will receive an Amazon gift card.

We appreciate your help and nominations as we strive to recognize our office professionals and their efforts to make Granite a wonderful place.



EXAMPLES OF GOING “ABOVE AND BEYOND”

- 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-service Opportunities

submitted by Darla Williams, Inservice Committee Co-Chair

We have some great inservice classes planned for the 2018-2019 school year. The busy weeks at the beginning of the school year are hectic, but these trainings will be well worth the effort to attend. Information about the classes, including how to sign up, is sent via email. If you have questions, please contact Michelle Raymond (mraymond@graniteschools.org) or Darla Williams (djwilliams@graniteschools.org.)

Work Session (Secondary Schools)	Tuesday, September 25	9:00 – 11:00 am	Auditorium A, GEC
Fiscal Policies	Thursday, October 11	9:00 – 11:00 am	Auditorium A, GEC
Fiscal Policies	Thursday, October 11	2:00 – 4:00 pm	Auditorium A, GEC
Work Session (Elementary Schools)	Tuesday, October 23	9:00 – 11:00 am	Auditorium D, GEC
Resource Page & Safe Schools Training	Thursday, November 8	10:00 – 11:00 am	Auditorium A, GEC
Resource Page & Safe Schools Training	Thursday, November 8	2:00 – 3:00 pm	Auditorium A, GEC
Dealing with Student Trauma	Thursday, November 15	9:00 – 11:00 am	Auditorium A, GEC
Dealing with Student Trauma	Thursday, November 15	2:00 – 4:00 pm	Auditorium A, GEC

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



Marguerita Davilla-Telck- September 1

Olympus Junior High

Cindy Briggs- September 2

Taylorsville High

Jean Gorringer- September 2

Granite Peaks

Nikki White - September 3

Lake Ridge Elementary

Janice Reading- September 4

Granite Transition Services

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

Hanna Condie- September 9

Granite Peaks, Hunter Campus

Roberto Lopez- September 9

Human Resources

Stephanie Rees- September 10

Diamond Ridge Elementary

Laura Purrington- September 13

Kearns High

Katie Tibbitts- September 13

Jones Center

Melinda Berg- September 14

Kearns High

Leasa Foust- September 14

Hunter High

Bonese Snarr- September 14

Wasatch Junior High

Tiffany Vandertoolen- September 14

Bates Center

Sandi Thor- September 15

YESS Program

Sheyla Holt- September 17

West Valley Elementary

Catherine Middlemiss- September 18

YESS Program

Deborah Despain- September 19

Churchill Junior High

Heidi Brooks- September 20

Accounting

Milena Pehar- September 21

Lincoln Elementary

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

Our "Ripples"

shared by Vanessa Park, Accounting



Life is like a camera...
Focus on what's important,
Capture the good times,
Develop from the negatives,
And if things don't work out,
Take another shot.

~author unknown

Granite Gives

submitted by Brooke Porter, Granite Education Foundation

GRANITE EDUCATION FOUNDATION

CELEBRATING



Granite Education Foundation is celebrating its 30th year of serving Granite students and employees! Since 1988, the Foundation has helped students and employees by facilitating education programs and providing basic needs such as food, clothing, school supplies and much more. In a school district with 65% of children living at or below the poverty level the needs are great.

The Granite Gives payroll deduction program goes directly back to meeting the needs of Granite students, educators and employees.

It doesn't take a big donation to make a BIG impact.

Enroll at <https://granitekids.org/get-involved/donate/granite-gives.html> or call the Foundation at 385-646-KIDS.

The Benefits of Membership

submitted by Diane Roberts, Membership Chair

"MAKE YOUR OWN MUSIC"



GAEOP is a voice for office professionals within the district.

WITHOUT MEMBERSHIP-THERE IS NO ASSOCIATION.

GAEOP provides...

- * An advisory committee established by the President. Meetings are held to discuss issues for secretaries. Members of the GAEOP board also meet with administration during Meet and Confer.
- * Quarterly Training and In-service Opportunities. Attending these trainings will help 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 Office 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 Chair at:

droberts2@graniteschools.org.



Yes! Please sign me up to be a member of GAEOP for the 2018-2019 school year. My method of payment is...

___ Payroll deduction (\$ 15.00 annually)

___ Check enclosed # ___

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

Name _____

Location _____

New Member _____ or Renew _____

Please send via interoffice the tear-away section to Diane Roberts @ Bridger Elementary or
Teresa Himmelberger @ Payroll. Thanks!

Next Article
Deadline:
September
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 GAEOP Board Members

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Leisl Leystra

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Carol Seastrand

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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.