

The Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

September 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



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GAEOP President's Message



As I was preparing for my article this month, I came across a document that seemed so fitting for the beginning of a school year, but quite frankly, could be appropriate anytime in our lives. We all feel at some point, we are the only one facing a combination of good stuff and hard stuff and in between stuff that is in our life right now, but if we can read these 7 key coping skills, we may just have a chance to get through that "stuff." For the full document go to <https://www.michelleporcelli.com/free-coping-skills-chart.html>. I know these can be easier said than done, but as you can see, the pros can be well worth it.

*Submitted by Gayna Breeze, CEOE
GAEOP Administrative Representative*

I am grateful to belong to GAEOP and for the opportunity serving on the board gives me to meet or talk to so many office professionals throughout the district. I am starting my second term as Administrative Representative and this year my assignments include PSP/GCPS and Professional Development. What a mouthful!

As Administrative Representative, I hope to answer questions and be a support to all our administrative professionals. If you have concerns, suggestions, or questions please feel free to reach out to me.

GCPS is our Granite Certified Professional Standards Program (PSP is the national program). This program encourages learning and recognizes levels of advancement with a stipend.

This year my goal is to celebrate with all those who have earned any level of the program, to educate those who want to know more about it and encourage/help those who want to achieve their certification. GAEOP Professional Development will focus on providing a variety of technology classes geared to benefit our office employees.

My goal is to work with others to provide several opportunities throughout the year for you to improve your skills. If you have suggestions which can be considered for later this year or into next year, please send me an email, gbreeze@graniteschools.org. Our first class will be Thursday, September 12, with more scheduled on student non-attendance days (SNAD). They will not take your entire day, but will hopefully allow more flexibility for you to attend a class you are interested in. Mark your calendars for Friday, October 25, 2019, and Friday, January 10, 2020, with more details to come.

Thank you for allowing me to serve you. There are fantastic people on our board and in our district and it is a pleasure to learn and grow together.



PROS
Gives heart & mind a break, Short term relief, Great to get through a crisis, Easy & familiar



PROS
Releases stress & strong emotion, great for anger management, helps with fear, guilt, shame



PROS
Reduces physicality of stress/anxiety, feel belonging, reduce numbness or apathy, feel peace, connection



PROS
Helps shift long term negative thinking habits, logic balances emotion, solve own problems, realize UR okay, focus on what matters most



PROS
Great for guilt, shame, grief, build connection, gives hope, purpose, value, ownership, mind/body connection



PROS
Helps get mind off problems, realize you have value and can contribute, realize others values, social, friendship, calm energy



PROS
Feel support, not alone, someone understands, build trust, security, power in numbers, energy increases, something to look forward to

Thanks for all you do ~ "Always Stand Tall"

Teresa Himmelberger, CEOE,
GAEOP President





In the Spotlight

Submitted by Diana Pennington, GAEOP Executive Representative

Stephanie Mason—Principal Secretary, Upland Terrace Elementary



Stephanie and her husband on their trip to Italy this summer

My name is Stephanie Mason. I just completed my first year with the district as a principal secretary at Upland Terrace Elementary. I am a graduate of the not-to-be-forgotten Granite High School but have spent the past 25 years living in the wonderfully cool and cloudy Northwest, first in Tacoma, WA. and then Kalispell, MT. I brought my Canadian husband of 25 years to Utah last year where he started a new career as a realtor. I have a degree in Biology that I've never used with a minor in Japanese that I have also never used. While in Montana, I worked in the same position at an elementary school. My three children are amazing and have turned into adults I would actually choose as friends! My oldest is married and graduates from SUU's nursing program in December. My second just graduated from Olympus and will be attending college in Rhode Island this fall, and my youngest will be a senior at Olympus. I love to travel and just got back from a trip to Italy this past summer! I love to read and write and have two published novels to my name. I love working in the schools and at Upland Terrace in particular because of the wonderful people who dedicate so much of themselves to teaching and making our communities better places to live one kid at a time!

The Benefits of GAEOP Membership

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 office professionals 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 2018-19 school year. My method of payment is...

___ Payroll deduction (\$ 15.00 annually)

___ 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 @ Bridger Elementary or Teresa Himmelberger @ Payroll. Thanks!

Tried & True Recipe

Submitted by Jackie Hale, GAEOP Historian

Peanut Butter Cookies

Preheat oven 350 degrees
Bake 8-10 minutes

1 cup peanut butter
1 cup butter
1 cup sugar
1 cup brown sugar,
packed
2 eggs
2 ½ cups flour
1 ½ tsp baking soda
½ tsp salt
1 tsp vanilla

Sift flour, baking soda,
and salt together. Mix
together with a mixer the
peanut butter, butter,
sugars, eggs and vanilla.
Spoon on to ungreased
cookie sheets.
Crisscross dough with a
fork, and bake.



Tips & Tricks

Submitted by Leanne Helbling, Elementary Representative – East

I know you all are probably on overload with the start of school, as I am. Let me share this quote with you....



September is
Ovarian Cancer
Awareness
Month...



Listen carefully...
it whispers.

Our Ripples

Submitted by Stephanie Rees, GAEOP Newsletter Editor

If you have the power
to make someone happy,
do it. The world needs
more of that.



Granite Certified Professional Standards Program (GCPS) Professional Standards Program (PSP) Corner

Submitted by Gayna Breeze, CEOE, Administrative Representative

This month we would like to recognize all those contract professionals who earned a certificate from July 2018 through July 2019. Congratulations!!

Heather Bankhead	Hunter Junior High	Bookkeeper	3/11/2019	Intermediate
Sandra Brunson	Accounting	Department Secretary	7/30/2018	Bachelor's
Sharon Clark	Bennion Junior High	Registrar	11/16/2018	Entry
Jessica Ibarra	Taylorville High	Attendance Secretary	9/21/2018	Intermediate
Ann Jones	YESS	Administrative II Secretary	5/28/2019	Entry
Lindsey Larsen	Roosevelt Elementary	Principal's Secretary	1/9/2019	Master's
Donna Leppink	Fremont Elementary	Principal's Secretary	7/25/2019	Advanced III/GCOP
Melissa Maughan	Cottonwood High	Career Center Secretary	9/7/2018	Bachelor's
Tina Nielsen	School Accountability	Admin III Secretary	9/28/2018	Intermediate
Keelee Powell	Orchard Elementary	Lunch Clerk	9/12/2018	Advanced III/GCOP
Jacqueline Rosvall	Cottonwood High	Attendance Secretary	7/12/2019	Bachelor's
Amy Torres	Kearns Junior High	Bookkeeper	10/12/2018	Advanced III/GCOP
Monica Tovar	Taylorville High	Career Center Secretary	1/18/2019	Advanced III/GCOP
Amy Wolters	Vista Elementary	Principal's Secretary	6/4/2019	Associate's

Whether you are a contract employee or non-contract, invest in yourself by investing in learning, then save your certificates to help you earn or keep your Granite Certified Office Professional (GCOP) or NAEOP Professional Standards Program (PSP).

For information about the stipend the Granite School District offers to office professionals who earn these professional certificates, please visit the GAEOP website, gaeop.weebly.com, under the PSP/GCOP tab.

In-service Opportunities

Submitted by Gayna Breeze, CEOE, Administrative Representative

Thursday, September 12th from 9:00-11:00 am & 2:00-4:00 pm will be our next GAEOP sponsored Professional Development class entitled: **Finding and Using Resources.**

It will focus on exploring and bookmarking pertinent places on our Granite Schools website, GAEOP weebly website, the administrator and office staff resources page, and more. Additionally, we will spend time actually going into Lynda.com and selecting a class or two that you can complete on your own for credit toward PSP/GCOP – as long as you choose from the approved list. (Be sure to bring your Salt Lake County Library Card).

Save the dates for October 25 and January 10 -- upcoming Professional Development opportunities. More details will come out later.

DATE	TIME	ROOM	SUBJECT
9/12/2019	9:00-11:00 am 2:00-4:00 pm	C121 D228	Finding and Using Resources
10/25/2019	8:00-10:00 & 11:00-1:00	C121	Shortcuts and Timesavers
10/25/2019	8:00-10:00 & 11:00-1:00	D228	Microsoft vs Google
10/25/2019	8:00-10:00 & 11:00-1:00	D226	I am scared of my computer!
1/10/2020	8:00-10:00 & 11:00-1:00	C121	Collaboration – Sharing Files
1/10/2020	8:00-10:00 & 11:00-1:00	D228	Excel Basics
1/10/2020	8:00-10:00 & 11:00-1:00	D226	One Note
1/10/2020	8:00-10:00 & 11:00-1:00	D314	Calendaring Tricks



Going the Extra Mile Award

Submitted by Kathy 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

Gaylawn Starnes	Payroll
Shawni Steiger	Human Resources
Marilyn Floyd	Plymouth Elementary

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

Dates & Deadlines

September 2, 2019	Labor Day
September 12, 2019	In-service (see page 4)
September 15, 2019	PSP Filing Date (NAEOP)
September 20, 2019	"The LINK" articles due for October
September 23-26, 2019	SEP Conferences
September 27, 2019	Comp day for SEPs
October 17-18, 2019	Fall Recess
October 20, 2019	"The LINK" articles due for November
October 25, 2019	In-service (see page 4)
November 20, 2019	"The LINK" articles due for December
November 27-29, 2019	Thanksgiving Recess
January 10, 2020	In-service (see page 4)
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/air fare for an individual to further their knowledge, networking and professional development credit for attending a NAEOP Conference.

National Days & GAEOP Member Birthdays!

What fun day does your birthday fall on?



September

<p>1 American Chess Day</p> <p>Marguerita Davilla-Telck <i>Olympus Jr</i></p> <p>Deanne Slade <i>Special Ed</i></p> <p>2 Blueberry Popsicle Day</p> <p>Melodee Bennett <i>Granite Peaks</i></p> <p>Cindy Briggs <i>Taylorville High</i></p> <p>Jean Gorringe <i>Granite Peaks</i></p> <p>3 Skyscraper Day</p> <p>Nikki White <i>Lake Ridge Elementary</i></p> <p>4 Wildlife Day</p> <p>Janice Reading <i>Transportation Services</i></p> <p>5 Cheese Pizza Day</p> <p>Toni Ipson <i>Western Hills Elementary</i></p> <p>HAPPY BIRTHDAY</p>	<p>6 Read A Book Day</p> <p>Stephanie Matsamas <i>Sandburg Elementary</i></p> <p>Erin Wright <i>Student Assessment</i></p> <p>7 Acorn Squash Day</p> <p>8 Grandparent's Day</p> <p>9 Teddy Bear Day</p> <p>Hanna Condie <i>Granite Peaks</i></p> <p>10 TV Dinner Day</p> <p>Stephanie Rees <i>Diamond Ridge Elementary</i></p> <p>11 Make Your Bed Day</p> <p>Lourdes Montes <i>Copper Hills Elementary</i></p> <p>12 Chocolate Milkshake Day</p> <p>13 Peanut Day</p> <p>Laura Purrington <i>Kearns High</i></p> <p>Katie Tibbitts <i>Transportation Services</i></p> <p>14 Cream Filled Donut Day</p>	<p>Melinda Berg <i>Kearns High</i></p> <p>Leasa Foust <i>Hunter High</i></p> <p>Bonese Snarr <i>Wasatch Jr</i></p> <p>Tiffany Vandertoolen <i>Bates Center</i></p> <p>15 Cheese Toast Day</p> <p>Sandi Thor <i>YESS</i></p> <p>16 Guacamole Day</p> <p>17 Apple Dumpling Day</p> <p>Sheyla Holt <i>West Valley Elementary</i></p> <p>18 Cheeseburger Day</p> <p>Catherine Middlemiss <i>YESS</i></p> <p>19 Butterscotch Pudding Day</p> <p>Deborah Despain <i>Churchill Jr</i></p> <p>20 Pepperoni Pizza Day</p> <p>Heidi Brooks <i>Accounting</i></p> <p>Nancy Madrid <i>Copper Hills Elementary</i></p>	<p>21 Day of Peace</p> <p>Milena Pehar <i>Lincoln Elementary</i></p> <p>22 Ice Cream Cone Day</p> <p>23 Pot Pie Day</p> <p>24 Cherrie Jubilee Day</p> <p>Trinidee Marchant <i>Granite Peaks</i></p> <p>25 Comic Book Day</p> <p>Jessica Lokeni <i>Kearns High</i></p> <p>26 Family Day</p> <p>Rachael Morton <i>Olympus High</i></p> <p>27 Chocolate Milk Day</p> <p>28 Bunny Day</p> <p>Michelle Jensen <i>Spring Lane Elementary</i></p> <p>Tina Nielsen <i>School Accountability</i></p> <p>29 Coffee Day</p> <p>30 Love People Day</p>
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Next Article
Deadline:
September
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



"Always Stand Tall"



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

Visit Our Website

www.gaeop.weebly.com

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Donnette McNeill-Waters - Human Resources

Tina West - School Accountability

Garett Muse - School Accountability

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Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High

Jackie Hale - GAEOP Historian, Oakridge Elementary

Andrea Ingleby - GAEOP Elementary West Rep, Valley Crest 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.