



## 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 In the Spotlight  
New/Renew GAEOP Members  
Fun Facts - Did you know?
- 3 National Awareness Month  
Tried & True Recipe  
Welcome
- 4 Tips & Tricks - Mail Merge
- 5 Going the Extra Mile Award  
Scholarships  
Certification Programs
- 6 Membership  
Dates & Deadlines  
Our Ripples
- 7 National Days and Birthdays  
Inservice Opportunity
- 8 2020-21 GAEOP Board  
2020-21 Advisory Committee

## Teresa's Tidbits

### GAEOP President's Message



September is National Suicide Prevention Awareness Month, and if you are like me, this is a hard topic to talk about. Sadly, there are many who have had family, friends, colleagues, or acquaintances who have experienced suicide in one way or the other. Until I started researching this topic, I had no idea just how many resources there are to help us understand and know the signs to look for. Granite School District and the State of Utah have many resources to explore.

Sources: [youth.gov](http://youth.gov) & [afsp.org](http://afsp.org)

### Five Action Steps for Help and Prevention

1. **ASK THEM:** "Are you thinking about killing yourself?" Studies show that asking does not increase suicides or suicidal thoughts.
2. **KEEP THEM SAFE:** Reduce access to highly lethal items. Lock up guns, pills, and weapons.
3. **CONNECT THEM:** Help the person connect with a trusted individual, such as a family member, friend, spiritual advisor, or mental health professional.
4. **STAY CONNECTED:** Have open communication with your child's school team. They can support your child's needs at school.
5. **BE THERE:** Ask and listen carefully. Acknowledging and talking about suicide reduces suicidal thoughts. Do not leave the person alone if you're worried about their safety. Monitor your child's social media accounts.

### Suicide Warning signs to look for:

- Marked decline in school performance
- Looking for ways or means to kill themselves
- Expressing hopelessness about the future

- Talking about feeling trapped or experiencing unbearable pain
- Talking or writing about death, dying or suicide
- Showing worrisome behavioral cues or marked changes in behavior, including:
- Withdrawal from or changes in social connections/situations
- Increased/decreased sleep
- Extreme mood swings
- Difficulty concentrating at school or home
- Increased use of alcohol or drugs
- Talking about being a burden

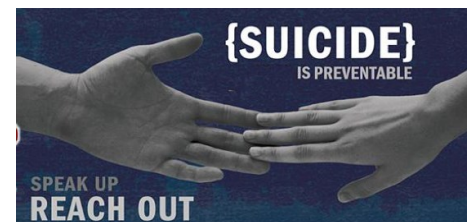
I hope these will help you in the future. Make sure to check out the additional resources provided on page 3 of this newsletter.

This is certainly an uncertain time for us, and we are all doing our part the best we can. Remember to be kind to everyone you come in contact with. We just never know what they are going through. We may just need to be the one that provides a "Hi" and a smile to make someone's day.

Thank you for all you have done to get the schools ready and all you do each day to provide the best environment possible for our students.

I appreciate YOU!

*Teresa Himmelberger, CEO  
GAEOP President*





In the Spotlight

Office Professional Spotlight

Submitted by Jessica Inman, Newsletter Committee

**Marilyn Floyd-Plymouth Elementary**



Marilyn is currently the Principal Secretary at Plymouth Elementary. She has been married for almost 28 years and she still likes him, a lot! She has five amazing boys, three in college and the last two will both be in high school this year. She loves to travel, watch her sons play sports, read, garden, hike, camp, and crochet.

**Lezlie Anderson-Taylorsville Elementary**



Lezlie is in her third year as Principal's Secretary at Taylorsville Elementary. She is married with three children, one in college and two in high school. She loves animals, especially her three cats and one desert tortoise, Sam. She loves Dr. Pepper and chocolate (a little too much!) and she likes to bake.

**Amy Wolters-Vista Elementary**



Amy is currently the Principal Secretary at Vista Elementary. She will be celebrating 29 years of marriage in October. She has two daughters who are both attending college and a new addition, her English Mastiff, Kate. She enjoys time with family, reading, crafts, hiking, travel, camping, baking, and the arts. Her favorite place is on the Oregon Coast, and she loves Disneyland.

**New/Renew GAEOP Members**

Submitted by Brooke Obray, Membership Chairman

How do you get your name on the GAEOP membership list? (details on page 6) Come join the family!

- Janet Arakaki-Moulton Career Technology & Education
- Jacki Brunson Preschool Services
- Lisa Cannon Olympus High
- Randa Farnsworth Kennedy Jr. High
- Gloria Hernandez Human Resources
- Elise Jenkins School Leadership & Improvement
- Karalee Olson Eisenhower Jr. High
- Suzy Peterson Matheson Jr. High
- Janice Reading Transition Services
- Jacqueline Rosvall Cottonwood High
- Ty Whiting Elk Run Elementary



**Fun Facts - Did you Know?**

Submitted by Teresa Himmelberger, CEOE, Newsletter Editor

**Typing keyboards used to be arranged alphabetical**

You'd be surprised to know the uniform QWERTY keys we use were chosen at random. Before PC's and laptops, the typewriter was man's first typing experience. The earliest typewriters had alpha-betic keys, but people typed so fast that the mechanical arms got jammed and tangled up. To solve this, the keys were randomly positioned to slow down typing and prevent key jamming

**We are born with two natural fears, falling, and loud sounds**

One of the most surprising fun facts about life: All other fears and phobias are learned or acquired later in life.

**The brain is the fattest organ**

The stomach may be our body's fattest part, but the fattest organ is our brain. The brain is composed of nearly 60% fat.

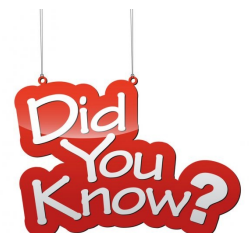
**Like fingerprints, everyone's tongue print is different**

One of the more mind-blowing fun facts: no two tongue prints are alike. The use of tongue prints as a forensic identifier began fairly recently.

**The name for the Pringles shape is a hyperbolic paraboloid**

The saddle shape of a Pringles chip is known in math as a hyperbolic paraboloid. Pringles were made in this shape because it allows the chips to be stacked easily and kept in place during packaging.

Source: fact.net



## National Suicide Awareness Month

Submitted by Carol Berlin, GAEOP Executive Representative

[September 6-12](#)

[National Suicide Prevention Week](#)

[September 10](#)

[World Suicide Prevention Day](#)

Resources from Granite School District and the State of Utah:

**College & Career page:**

<https://cdn-59bd6cf5f911c923e82ee0ee.closte.com/ccr/wp-content/uploads/sites/24/2017/04/suicide-prevention-English.pdf>

**Social Work Services page:**

<https://cdn-59bd6cf5f911c923e82ee0ee.closte.com/ccr/wp-content/uploads/sites/24/2020/06/Suicide-Prevention-Brochure-05112018.pdf>

**Benefits page:**

<https://www.graniteschools.org/hr/benefits/employee-resources/>

**Utah State Coronavirus resources page for adults and youth:**

<https://coronavirus.utah.gov/Mental-health/>



## Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP President Elect

### Transfers

Michelle Foster

Special Education

Jennifer Christensen

Granger High Bookkeeper

Have you recently started a new position, or do you know someone who has? Please send information to Julianne Hamblin, [jhamblin@graniteschools.org](mailto:jhamblin@graniteschools.org).



## Tried & True Recipe

Submitted by Jamey Pease, Gerald Wright Elementary

### Spicy Chicken Rigatoni

#### Ingredients

- 2 boneless skinless chicken breasts cut into super thin strips
- 1 tablespoon garlic – minced (I used about 6-7 cloves)
- 1 tablespoon crushed red pepper flake
- 1/2 teaspoon coarse black pepper
- 1/4 teaspoon salt
- 3-4 tablespoons olive oil
- 2 cups alfredo sauce
- 2 cups marinara sauce
- 1/2 cup peas
- 1 lb. rigatoni noodles cooked al dente
- 2 tablespoons butter
- Sprinkle of fresh parmesan cheese and a pinch of red pepper flake for garnish. <https://www.centercutcook.com>

#### Directions

1. In a large skillet on medium-high heat, heat two tablespoons olive oil. Sauté garlic, red pepper flake, and coarse black pepper for 2-3 minutes. Add in thin strips of chicken breast, 1/4 teaspoon salt, and cook until chicken is done at a temperature of 160 degrees. This should only take a few minutes because the chicken is cut thin.
2. Add in marinara sauce and stir. Then add in alfredo sauce. Let the sauces simmer for about 10 minutes.
3. To the sauce/chicken, add two tablespoons butter and 1/2 cup peas. Stir until the butter melts.
4. Combine chicken/sauce mixture with cooked pasta. Garnish with fresh parmesan cheese, and a pinch or two of red pepper flake.





# Tips and Tricks - Mail Merge

Submitted by Andrea Ingleby, Valley Crest Elementary - GAEOP Member

## The Email Message

1. Open **Microsoft Word**
2. Select the **Mailings** tab and click the **Start Mail Merge** button
3. From the options select **Email Messages**
4. Enter the text you wish to include in the email message. Include an opening salutation and message body section  
To include your email signature, open Microsoft Outlook and create a new blank email. Copy your signature from the email message and paste it to the bottom of the email mail merge document

## The Recipient List

1. From the **Mailings** tab, click the **Select Recipients** button
2. Choose to **Type a New List**
3. The **New Address List** window will appear
4. You will be provided with a default set of columns with options for **Title, First Name, Last Name, Company Name** etc. available. You can customize the information you wish to include in your mail merge
5. Click the **Customize Columns** button
6. The **Customize Address List** window will appear:
7. Any fields you do not wish to include, select the field and click the **Delete** button
8. Any fields you wish to add, click the **Add** button
9. If you wish to rename any existing fields, use the **Rename** button
10. I have now customized my field list to include only the information I wish to work with
11. Click **OK**
12. You will now only see the columns for the fields you have specified
13. Begin entering the data, use the **TAB** key on the keyboard to move through each column and enter in 3 or 4 sample records for this exercise
14. Now we need to save the recipient list, click **OK**
15. You will now see the **Save Address List** dialog box appear:
16. Save it to a location of your choice, navigate to the new location and then give the file a name
17. Click **Save** to finish

You will now see that many of the remaining buttons on the **Mailings** ribbon area have now activated allowing you to use the features

## Completing the Merge

1. Place your cursor in the email message in the location you wish to include some personalized information.
2. From the Mailings tab click the lower part of the **Insert Merge Field** button, a drop-down menu will appear:
3. You will see a list of the fields available from your recipient list
4. Select the first field you wish to include e.g., **FirstName**
5. The field code is inserted into the email message. It is important to note you cannot simply type in <<FirstName>>. The mail merge will not recognize this. Use the mouse to click on any of the field codes and you will see they are highlighted in grey indicating they are a special field code, not just plain text.
1. Repeat this process for any other pieces of personalized information you wish to include
2. The email is now ready to be merged
3. From the **Mailings** tab select **Preview Results**
4. The field codes are replaced by actual data from your recipient list
5. You can use the navigation arrows in the **Preview Results** group of buttons to browse through each record in your recipient list
6. If you are happy with the preview version, proceed to the final email merge
7. From the **Mailings** tab select **Finish & Merge**
8. Select **Send Email Messages**
9. You will see a message appear asking you to confirm the field name from your recipient list containing the email addresses. It will also allow you to specify the **Subject line** for the email messages.
10. Complete these final details and click **OK**
11. If you switch to **Microsoft Outlook** and open the **Sent Items**, you will now see your email messages being sent, one by one, through your email account

For more detailed information here: <https://www.thetraininglady.com/email-mail-merge/>

### Going the Extra Mile “GEM” Award

Submitted by Gayna Breeze, CEOE, GAEOP Administrative Rep



The Granite Association of Educational Office Professionals (GAEOP) Executive Board implemented the GEM “Going the Extra Mile Award” to recognize all outstanding office professionals who go “above and beyond” their usual duties. This program

recognizes the amazing secretaries, receptionists, attendance and guidance counselor clerks, bookkeepers, registrars, and other office staff that help make the district amazing. Click on this link <https://forms.gle/Q5WCje6L4UMTF8i9> to be directed to a Google Doc which will allow you to nominate a deserving individual monthly recipient by the *merit* of the nomination, not *who* the nomination is about.

The deserving recipient will receive a \$ 25.00 Amazon gift card. At the end of the year, a vote is taken from a committee with all the winners of the year to award an overall GEM recipient. He/she will be recognized at our Professional Development Day in June. We are looking for:

- An office professional who provides the highest quality of service even when working through a difficult situation with a patron, student, or faculty member.
- A team player who takes initiative to come to the aide of those who are in need of help completing a stress filled assignment or task.

#### What is GCPS? (Granite School District)

Granite Certified Professional Standards program (GCPS) is a program to encourage professional growth through education. In-service/education credit hours obtained can be turned in with an application process to acquire a professional certificate (GCOP). Depending on the number of hours, a stipend amount can be paid each year (to be divided over 24 paychecks). Hourly secretaries can qualify for a one-time stipend (the dollar amount will be prorated based on the number of hours worked) and will be paid in June/July. [GCPS application](#)

#### What is PSP? (NAEOP)

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. You must be an active or retired NAEOP member to qualify. The program is designed as a series of five levels in Option I and nine levels in Option II.

For more information or to request a pamphlet, email: [staff@naeop.org](mailto:staff@naeop.org) or visit the [PSP page](#) at the NAEOP web site, [naeop.org](http://naeop.org)

### Metos Student Scholarship

Submitted by Celeste Bauer, Scholarship Co-Chairman



#### Helen P. Metos STUDENT SCHOLARSHIP 2021

This scholarship is designed to assist students who wish to continue their education in any business or office-related careers, preferably in the education field. Applicants must be enrolled as a Senior in High School to apply.

.....  
The scholarship is named in honor of Helen P. Metos  
GAEOP Past President, and is valued at \$500

Apply online at <http://gaeop.weebly.com/scholarships--awards.html>

**Deadline:**  
**Friday, January 15, 2021**

Sponsored by GAEOP - Granite Association of Educational Office Professionals  
Questions: Contact Celeste Elmer or Cindy McCleve, GAEOP Scholarship Chairmen,  
[cbauer@graniteschools.org](mailto:cbauer@graniteschools.org) or [cmccleve@graniteschools.org](mailto:cmccleve@graniteschools.org)

### Office Professional Scholarship

Submitted by Celeste Bauer, Scholarship Co-Chairman



#### WINONA FULLMER MEMBER SCHOLARSHIP 2021

This scholarship is designed to assist members of the Granite Association of Education Office Professionals who are pursuing a Professional Standards Program (PSP) or Certificate of Granite Certified Office Professional (GCOP) through continuing education.

The scholarship is named in honor of Winona Fullmer  
GAEOP Past President, and is valued at \$250

Apply online at <http://gaeop.weebly.com/scholarships--awards.html>

**Application deadline: Friday, March 19, 2021**

Sponsored by GAEOP - Granite Association of Educational Office Professionals  
Questions: Contact Celeste Elmer or Cindy McCleve, GAEOP Scholarship Chairmen,  
[cbauer@graniteschools.org](mailto:cbauer@graniteschools.org) or [cmccleve@graniteschools.org](mailto:cmccleve@graniteschools.org)

# 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 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! For an annual fee of \$ 15.00, Contract employees will have an auto deduct each renewal year, Hourly employees will need to provide a check or cash each year.

To sign up, renew, or ask a question - email Brooke Obray, Membership Chairman, at [baobray@graniteschools.org](mailto:baobray@graniteschools.org).

Yes! Please sign me up to be a member of GAEOP for the 2020-21 school year. My method of payment is...

\_\_\_ Payroll deduction (\$ 15.00 annually – **contract employees only**)

\_\_\_ Check enclosed # \_\_\_ Cash \_\_\_\_\_

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

Name \_\_\_\_\_

Location \_\_\_\_\_

New Member \_\_\_\_\_ or Renew \_\_\_\_\_

## Dates & Deadlines

September 7, 2020	Labor Day
September 15, 2020	PSP Filing Date (NAEOP)
September 20, 2020	<i>The LINK</i> articles due for October
September 22-24, 2020	SEP Conferences
September 25, 2020	Comp day for SEPs
October 20, 2020	<i>The LINK</i> articles due for November
October 23, 2020	GAEOP Online PD classes/SNAD Day
November 20, 2020	<i>The LINK</i> articles due for December
November 25-27, 2020	Thanksgiving Recess
December 15, 2020	<i>The LINK</i> articles due for January
January 15, 2021	GAEOP Online PD Classes
June 10, 2021	GAEOP Professional Development Day
July 13-16, 2021	NAEOP Annual Conference, Pittsburgh, PA

## Our Ripples

*Submitted by Celeste Bauer, GAEOP Sr. High Representative*

“I discovered I always have choices and sometimes it’s only a choice of attitude”

–Judith M Knowlton

## National Fun Days and GAEOP Member Birthdays

What fun day falls on your birthday?

### September

#### 1 American Chess Day

Marguerita Davilla-Telck  
Olympus Jr. High

Deanne Slade  
Special Services

#### 2 No Rhyme or Reason Day

Melodee Bennett  
Granite Peaks

Cindy Briggs  
Taylorsville High

Jean Gorringer  
Granite Peaks

#### 3 Skyscraper Day

#### 4 Eat an Extra Dessert Day

Janice Reading  
Transition Services

#### 5 Be Late for Something Day

Toni Ipson  
Western Hills Elementary

#### 6 Read a Book Day

Erin Wright  
Student Assessment

#### 7 Acorn Squash Day

#### 8 Pardon Day

#### 9 Teddy Bear Day

Robert Lopez  
Human Resources

#### 10 Swap Ideas Day

Stephanie Rees  
Diamond Ridge

#### 11 Make Your Bed Day

#### 12 Chocolate Milkshake Day

#### 13 Positive Thinking Day

Laura Purrington  
Kearns High

Katie Tibbitts  
Transition Services

#### 14 Hug Your Hound Day

Leasa Foust  
Hunter High

Bonese Snarr  
Wasatch Jr. High

Tiffany Vandertoole  
Bates Center

#### 15 Make A Hat Day

#### 16 Guacamole Day

Donna Lloyd  
Career & Technical Education

#### 17 Country Music Day

Sheyla Holt  
Bates Center

#### 18 Rice Krispy Treat Day

#### 19 National Clean Up Day

Deborah Despain  
Churchill Jr. High

#### 20 Punch Day

Heidi Brooks-Hansen  
Accounting

Nancy Madrid  
Copper Hills Elementary

#### 21 Miniature Golf Day

Milena Pehar  
Lincoln Elementary

#### 22 Ice Cream Cone Day

#### 23 Checkers Day

#### 24 Punctuation Day

Trinidee Marchant  
Granite Peaks

#### 25 Comic Book Day

Jessica Lokeni  
Kearns High

#### 26 Love Note Day

Rachel Morton  
Olympus High

#### 27 Crush A Can Day

#### 28 Ask a Silly Question Day

Tina Nielsen  
Student Leadership & Improvement

#### 29 Coffee Day

#### 30 Hot Mulled Cider Day



## In-service Opportunities

Submitted by Kathie Woodruff, PD Chairman

GAEOP has put together our first of the year, GAEOP Professional Development classes, Friday, October 23 from 9:00-11:00am and 1:00-3:00pm. These will be provided from our fabulous Educational Technology Team.

**Cherie Anderson - Forms in Google and Microsoft 365**

**Teresa Bruin - Adobe Spark**

**Heidi Meenan - Teams basics**

**Jenny Peirce - Sway**

These classes will be virtual, and will be available for one week. More details will be coming October 5. Mark your calendars now for a great opportunity of learning. We hope to see you there!







“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:

**Teresa Himmelberger**  
Payroll Office  
(385) 646-4311  
[thimmelberger@graniteschools.org](mailto:thimmelberger@graniteschools.org)

**Jessica Inman**  
Newsletter Committee  
Pleasant Green Elementary  
[jminman@graniteschools.org](mailto:jminman@graniteschools.org)

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 20<sup>th</sup> of each month. GAEOP is affiliated with NAEOP National Association of Educational Office Professionals



“Bloom Where You Are Planted”



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

Visit Our Website

[www.gaeop.weebly.com](http://www.gaeop.weebly.com)

Granite School District  
2500 S State Street

## 2020-2021 GAEOP Board Members

**President**  
**Teresa Himmelberger, CEOE**  
Payroll Office  
385-646-4311  
[thimmelberger@graniteschools.org](mailto:thimmelberger@graniteschools.org)

**President Elect**  
**Julianne Hamblin, CEOE**  
Fox Hills Elementary  
385-646-4828  
[jhamblin@graniteschools.org](mailto:jhamblin@graniteschools.org)

**Secretary**  
**Kathie Woodruff**  
Jefferson Jr. High  
385-646-3450  
[klwoodruff@graniteschools.org](mailto:klwoodruff@graniteschools.org)

**Treasurer**  
**Sheyla Holt**  
Bates Food Services Center  
385-646-4105  
[sholt2@graniteschools.org](mailto:sholt2@graniteschools.org)

**Historian**  
**Jackie Hale**  
Oakridge Elementary  
385-646-4936  
[jhhale@graniteschools.org](mailto:jhhale@graniteschools.org)

**Membership Chair**  
**Brooke Obray**  
School Boundaries  
385-646-4409  
[baobray@graniteschools.org](mailto:baobray@graniteschools.org)

**Administrative Representative**  
**Gayna Breeze, CEOE**  
Planning & Boundaries  
385-646-4409  
[gbreeze@graniteschools.org](mailto:gbreeze@graniteschools.org)

**Executive Representative**  
**Carol Berlin**  
Student Learning  
385-646-4513  
[cberlin@graniteschools.org](mailto:cberlin@graniteschools.org)

**Elementary Representative – East**  
**Kelly Franz**  
Cottonwood Elementary  
385-646-4798  
[kfranz@graniteschools.org](mailto:kfranz@graniteschools.org)

**Elementary Representative – West**  
**Bonnie Seastrand**  
Truman Elementary  
385-646-5044  
[bseastrand@graniteschools.org](mailto:bseastrand@graniteschools.org)

**High School Representative**  
**Celeste Bauer**  
Hunter High  
385-646-5363  
[cbauer@graniteschools.org](mailto:cbauer@graniteschools.org)

**Jr. High Representative**  
**Cindy McCleve**  
Matheson Jr. High  
385-646-5290  
[cmcleve@graniteschools.org](mailto:cmcleve@graniteschools.org)

**Part Time Representative**  
**Carol Seastrand**  
Skyline High  
385-646-5420  
[cseastrand@graniteschools.org](mailto:cseastrand@graniteschools.org)

## 2020-2021 Advisory Committee

Don Adams - Assistant Superintendent, Support Services  
Ben Horsley - Communications  
Patrick Flanagan - Human Resources  
Donnette McNeill-Waters - Human Resources  
Teresa Himmelberger, CEOE, GAEOP President  
Julianne Hamblin, CEOE, GAEOP President Elect  
Kathie Woodruff, GAEOP Secretary  
Carol Berlin, GAEOP Executive Representative  
Celeste Bauer, GAEOP High School Representative  
Kelly Franz, GAEOP Elementary Representative

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