

The Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

April 2020

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



I admit I love social media for exposure to articles like this one (see below) regarding secretaries. I think you will agree; schools and departments would be lost without the secretaries. On April 22, we recognize Administrative Office Professionals for the hard work and dedication they portray each day.

A secretary is pleasant and polite, despite the hectic chaos and the hustle and bustle of a morning inside a school office. Children asking questions or dropping off notes. Someone forgot his lunch; another, her homework. One is crying, and another one has a stomachache, but the nurse isn't in yet. Two teachers are looking for recess coverage. A kindergartner "thinks" she's being picked up by dad, but she's not sure. The Principal drops a large stack of papers down in front of her. The phone and the doorbell ring simultaneously and she will effortlessly handle both.

And amid all this, you are "just letting her know" that your Dylan needs a bus pass. He's riding a different bus home today, to Michael's house after school. She nods, making eye contact, while scribbling down the information. Her note pad is already filled with little messages, decipherable only by her. Then you leave and go about your day, completely unaware of how her day will unfold from that point on. And that's fine because that's what she's there for. It's her job, and she likes her job. She likes and loves the children coming and going through the years, growing up before her very eyes. She has a name, of course, and you know it, but she is usually just referred to as "the lady in the school office."

She is someone your child relies on, and you better believe she takes her role seriously. You have no idea what she sees, or what she does. How her heart fills up and pours out, day after day. She is a protector. She guards that entrance door like a secret service agent. She is a benefactor. She sits with your first grader when he tearfully enters the office upset over his forgotten lunch. Lunch time is important to children, and she knows that not having a lunch causes more anxiety than any adult could ever possibly imagine. She has been

known to pull a few bucks out of her purse and slip it to your child when you can't be reached. She does this to ease his distress. She is a nurse. Obviously, she's *not* the real nurse, but she has tended to more cuts and bruises on your child than most. She has sat next to him/her, your wide-eyed first grader, holding an ice pack on his/her head. She has calmed them, your screaming kindergartner, through a bleeding, skinned knee. She has quietly endured their pain alongside them, sopping up tears, holding hands and rubbing backs.

Mainly, though, she is human. She makes mistakes. She has had some tough days. And whether you realize it or not, she is your *friend*. So, be nice to her because she is absolutely on your team. She is an anchor, whether you realize it or not.

"A Message to a Secretary" (2019, September 30), Kimberly Valzania
<https://www.scarymommy.com/shout-out-school-secretary>

Registration will begin by April 20 for our Professional Development Day, May 28. Watch for an email with the Google Doc link to get started. This day is set aside for all contract and hourly secretaries. The agenda, keynote speaker, and class details are on pages 5-7.

On behalf of the GAEOP Executive Board, we appreciate you!

Continue to "Always Stand Tall" in all you do.

*Teresa Himmelberger, CEO
GAEOP President*



Our Ripples

Submitted by Stephanie Rees, GAEOP Newsletter Editor



Dates & Deadlines

April 20, 2020	"The LINK" May articles due
May 28, 2020	GAEOP PD Day
July 20-24, 2020	NAEOP Annual Conference Little America Hotel, Salt Lake City, Utah

April is National Month of Hope



Tried & True Recipe

Submitted by Stephanie Rees, GAEOP Newsletter Editor

Homemade Bread Recipe

- 2 1/4 tsp active dry yeast (1 packet)
 - 2 1/4 cups warm water
 - 1/4 cup sugar
 - 1 tbsp. salt
 - 2 tbsp. oil
 - 5 1/2—6 1/2 cups flour
- bread



Instructions

1. In a large bowl or the bowl of a stand mixer, dissolve the yeast in the warm water with a pinch of sugar. When the yeast is bubbly and foamy, add the sugar, salt, oil, and 4 cups flour, and mix until smooth.
2. Add remaining flour, 1/2 cup at a time, to form a soft, smooth dough. The dough should stick just slightly to your finger when touched, but not be overly sticky. Knead 5-7 minutes, until smooth, then roll into a ball.
3. Place the dough in an oiled bowl, turn over once to coat the top with oil and cover with plastic wrap. Let rise one hour, or until doubled.
4. When the dough has risen, punch it down gently and divide in half. Roll each half of the dough into a long rectangle about 8 inches wide. Roll the dough up, starting at the short edge, to form a cylinder that is approximately 8 inches wide. Repeat with remaining dough.
5. Place the dough, seam side down, into lightly greased bread pans, and cover with plastic wrap. Let rise one hour, or until the dough is 1/2 - 1 inch higher than the top of the pan.
6. Preheat the oven to 375. Bake 30-35 minutes, until the loaves are golden brown and sound hollow when tapped. Brush with melted butter, if desired. Remove to a cooling rack and cool before slicing. MAKES 2 LOAVES.

Lilluna.com. (2020, January 21). *Best Homemade Bread Recipe*. <https://lilluna.com/basic-homemade-bread-recipe/>

In-service Opportunities

Submitted by Gayna Breeze, CEOE, Administrative Representative

05/28/2020	7:30 am - 4:30 pm	Jefferson Junior High	Professional Development Day
07/20-24/2020		Little America, SLC	NAEOP Annual Conference



Tips & Tricks

Submitted by Ashley Beesley, GAEOP Member, Staff Development



Get Up Offa That Thing

DESK STRETCHES

Don't let your desk job leave you feeling stiff. Take some time to do a little moving and shaking throughout the day in the comfort of your office space. But you don't have to stop there—wander around the office or take a stroll outside from time-to-time, too. These simple steps are sure to help you move naturally to well-being.

1
Livin' On A Prayer
Palms together, fingers pointing up, push hands down.
10 seconds

2
Like A Prayer
Palms together, fingers pointing down, pull hands up.
10 seconds

3
Can't Touch This
Hands together, fingers interlaced, extend arms with palms reaching forward.
10-20 seconds

4
Thriller
Arms behind back, grab wrist with opposite hand and pull while tilting head to the side. Reverse and repeat.
10-12 seconds/side

5
Pump It Up
Arms above head, grab ahold of opposite elbows, lean side to side.
8-10 seconds/side

6
Straight Up
Fingers interlaced, pull arms over head with palms reaching up.
10-15 seconds

7
I'm Your Boogie Man
Arms at sides, roll shoulders up and back.
3-5 seconds, 3 times

8
Get Back
Sit down, place hands on lower back for support, lean back.
10-15 seconds

9
The Twist
Cross one leg over another, take opposite arm to knee, twist towards open side.
8-10 seconds/side

10
Shake, Rattle & Roll
Arms at sides, shake hands out.
8-10 seconds



Going the Extra Mile - April 2020 Recipient

Submitted by Kathie Woodruff, GAEOP Secretary

Zach Peterson—Granite Peaks/Humanitarian Center

Zach has worked as the test administrator and office clerk for Granite Peaks Adult Education for the last three years. He has consistently gone the extra mile in serving our students, even though he is a busy college student in addition to working part time for us. We have a unique program that provides education and work training to adult refugees and immigrants, many of whom are very new to the United States, and many of whom have a variety of difficult home and work life challenges. Zach is naturally gifted at learning languages and has made it a personal project to become fluent in Swahili, as well as to learn words and phrases in many other languages. Students regularly come to Zach with all kinds of questions and requests that are outside of his normal job responsibilities, but he always patiently helps students to find what they need. For example, students often come to Zach with phone calls or mail from home that they can't understand, and he will always help them figure it out. Zach will be leaving employment with us on April 10, but we have been lucky to have him work with us these past few years.

~ Jennifer Christenson



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:



Going the Extra Mile— April Nominees



Submitted by Kathie Woodruff, GAEOP Secretary

Congratulations to the following office professionals for being nominated for the Going the Extra Mile Award this month.

April 2020 GEM Nominees for the LINK:

Melissa Maughan – Cottonwood High CTE
 Kari Parry – Taylorsville High
 Esmerelda Cortes – Hillsdale Elementary
 Kacie Pfiel – Cottonwood High
 Amarillys Segarra – James E. Moss Elementary
 Heather Lane – Whittier Elementary
 Marcia Cannon – Hillsdale Elementary
 Marguerita Davilla-Telck – Olympus Junior

GAEOP Professional Development Day



“Bloom Where You Are Planted”

GAEOP Professional Development Day
Thursday, May 28, 2020
Jefferson Junior High
5850 South 5600 West
Kearns, Utah
7:30 am - 4:00 pm

7:00 - 7:45 am

Check In

Continental Breakfast ~ Courtesy of Granite Credit Union

8:00 - 8:30 am

Flag Ceremony

Welcome ~ GAEOP President, Teresa Himmelberger, CEOE
Inspiration “Bloom Where You Are Planted”

NAEOP Greetings ~ Past President, Wendy Heslink, CEOE
Administrative Greetings

Announcements

8:30 - 9:30 am

Keynote Presentation

Michelle Porcelli

*“Developing Resiliency and Creating
Passion for the Workplace”*

Class Session 1 ~ 9:45 am - 11:15 am

Luncheon ~ 11:30 am - 12:45 pm

Scholarship Presentations

“Going the Extra Mile” Award Presentation

Introduction of the 2020-21 GAEOP Executive Board
Networking Small Groups

Class Session 2 ~ 12:45 - 2:15 pm

Class Session 3 ~ 2:30 - 4:00 pm

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



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GAEOP Professional Development Day Keynote Speaker

Michelle Porcelli

*“Developing Resiliency and
Creating Passion for the
Workplace”*

Michelle is an award-winning Author, Educator, and Licensed Counselor. She works with organizations that want to create a culture of strong leadership, unity, and resilient teams.

Her passion is teaching Stress Management, Connection and Contribution. She created a concept called "CONNECT" that is a high energy program for team building, leadership, and resiliency training. During an opportunity to present in Guatemala, she learned the art of 'work until you ache at night' and how to accomplish goals you never thought possible. She loves helping people create hope and commitment in the workplace, in relationships, and in their personal lives.



She graduated in 1993 from Brigham Young University with degrees in Health Education, Social Science, and earned a Teaching Certificate. She graduated in 2010 from University of Phoenix with a master's degree in School Counseling. She started her business, Top Utah Speakers, in 2016 and hasn't looked back since.

She has traveled the globe speaking to youth and adult audiences everywhere. She has spoken in Mexico, Guatemala, and across the United States.

She won an award for making the best sweet chili, enjoys traveling, and loves every one of her kids (even when they eat the LAST chocolate chip cookie). Michelle resides in Alpine, Utah with her five children, two dogs, and one husband.



GAEOP Professional Development Day Classes

Collaboration Tools

Teresa Bruin – Granite Educational Technology Specialist

This session will highlight some of Google's apps and their built-in collaboration tools including, shared drives, commenting feature in docs, slides and sheets, Google Keep, tips for sharing Google docs, and Google Sites.

Immediate Responder/Trauma Care training

Cathy Allen, Unified Fire Department

This class consists of a lecture portion where we cover disaster psychology, basically how your body reacts under stressful circumstances. How to recognize life threatening bleeding, and bleeding control techniques. After the lecture there will be a hands-on portion where we teach how to apply tourniquets, chest seals, Israeli pressure dressings and wound packing.

Microsoft Tips and Tricks

Celia Powell, Granite Educational Technology Specialist

Join us for a variety of Microsoft Tips and Tricks to make your job easier. Learn how to read text aloud with the Immersive Reader, sign your messages in style, to use Microsoft Translator, chart your data with a single keyboard shortcut, sketch your messages in email, improve your text with more than a spelling check and more.

One Note: Ready to toss out those 3-ring binders and go digital?

Heidi Meenen, Granite Educational Technology Specialist

This session will be a hands-on training to help you learn:

How to set up a notebook - How to use the various tools included in OneNote - The differences between the online version and the full desktop version.

Outlook Etiquette and Calendaring

Cherie Anderson, Granite Educational Technology Specialist

Have you ever felt taken aback by an email, insulted, confused, or just wondered what it had to do with you and your job? Come to this class to learn professional email etiquette, including style and tone and what NOT to do. We will also learn how to schedule meetings and reserve rooms in calendar, how to set up meetings and include attachments, and how to share, view, and merge calendars. Additionally, we will investigate how to keep details in our shared calendars private.

Seeing Past the Paperwork: A Secretaries Role with McKinney-Vento Families

Shannalee Otanez, Homeless Liaison

During this session, you will learn more about the McKinney-Vento program, district, and federal policies with an emphasis on how secretaries can best help vulnerable families and students experiencing homelessness. We will hear from the experiences of secretaries who have worked with some of our most challenging families and they will provide perspective and helpful tips on how to work with trauma impacted families. Secretaries play a vital role in the positive experiences students and families have in schools.

The Invaluable Office Professional

Wendy Heslink, NAEOP Past President

Have you wondered what it takes to be an Invaluable Office Professional? In this session, you will learn some organizational tips and tricks, paper and digital filing organization, organize to-do lists, tasks, meeting organization, and more.

Tricks of the Trade

Pam Moeai and Jennifer Peirce, Granite Educational Technology Specialists

We will cover many tricks and tips to help Google and Microsoft users be more effective and proficient when using these amazing tools. Instruction may include the following, but not be limited to:

Getting Started/Setting up a Google Account - Google Searches - Shortcuts and Timesavers - Slides/PowerPoint
Sheets/Excel - Forms - Gmail/Outlook - Templates

What Do I Do with all these Certificates?

Gayna Breeze, GAEOP PSP/GCOP Chairman

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

The Benefits of GAEOP Membership

“Always Stand Tall”

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! 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 Chairman, at droberts2@graniteschools.org

Yes! Please sign me up to be a member of GAEOP for the 2019-2020 school year. My method of payment is...

___ Payroll deduction (\$ 15.00 annually – contract employees)

___ 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 at Bridger Elementary or Teresa Himmelberger in Payroll. Thanks!

National Days & GAEOP Member Birthdays

What fun day does your birthday fall on?



April

1 April Fools' Day

LuAnn Schroder
Kearns High

2 Peanut Butter and Jelly Day

3 Chocolate Mousse Day

Deanne Hampson
Eastwood Elementary

4 Vitamin C Day

5 Deep Dish Pizzas Day

Lorna Allen
West Kearns Elementary

Cari Davis
Bates Foods

Sonia Wonsowski
Granger Elementary

6 Caramel Popcorn Day

7 Coffee Cake Day

Marie Tomlinson
Bacchus Elementary

8 Zoo Lovers Day

9 Unicorn Day

Debbie Allen
Prevention & Student Services

Melody Fisher
Granger High

10 Siblings Day

Alyssa Carraway
Ed Tech

Carrie DiVall
Armstrong Academy

Keelee Powell
Orchard Elementary

11 Pet Day

12 Grilled Cheese Sandwich Day

Jami Donio
Eisenhower Junior

13 Peach Cobbler Day

Kathy Bailey
Talent Development

Brittany Jolley
Cyprus High

Susan White
Cyprus High

14 Dolphin Day

15 Tax Day

Linda Rodriguez
Cottonwood High

16 Orchid Day

Leslie George
Curriculum & Instruction

Christine Margetts
Rosecrest Elementary

17 Cheeseball Day

Gaylawn Starnes
Human Resources

18 Animal Cracker Day

Teresa Hughes
Smith Elementary

Diana Miller
Taylorsville Elementary

19 Garlic Day

20 Cheddar Fries Day

Jennifer Justesen
Skyline High

21 Kindergarten Day

Gayna Breeze
Planning & Boundaries

Beverly Fairclough
Monroe Elementary

22 Earth Day

Cassie Daley
Hillside Elementary

Amy Hendrickson
Special Education

23 Picnic Day

Kimberly Gilbert
Olympus High

24 Pigs in a Blanket Day

25 Zucchini Bread Day

Lafo Tonga
Taylorsville High

26 Pretzel Day

27 Tell a Story Day

Kris Carlson
Cyprus High

28 Superhero Day

29 Zipper Day

30 Honesty Day

Gail Dawson
Curriculum & Instruction

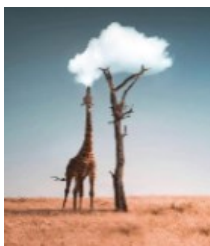


“The Link” is published 10 times per year for approximately 500 office professionals of Granite School District. Contributing materials are welcome and should be sent to the editor via email:

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
Professionals



“Always Stand Tall”



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

Visit Our Website

www.gaeop.weebly.com

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2019-2020 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters - Human Resources
Tina West—School Accountability
Garett Muse—School Accountability
Teresa Himmelberger - GAEOP President; Payroll Office
Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary
Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High
Jackie Hale - GAEOP Historian, Oakridge Elementary
Leanne Helbling - GAEOP Elementary East Rep, Crestview Elementary

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