

The Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

February 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



What is leadership? A simple definition is leadership is motivating a group of people to act toward achieving a common goal.

The word "leadership" can be intimidating, but if you think of it in terms of working together as a team to accomplish a common goal, it tends to soften the stigma. GAEOP has been in existence since 1952, starting with two individuals who wanted to make a difference. They were willing to work with administration on behalf of the office professionals to accomplish great things. We began with two members and to date, we have 293 members. This is something to be very proud of.

Some may say leadership means one individual leading a group of people. Put simply, the leader is the inspiration for and director of the action. They are the person in the group that possesses the combination of personality and leadership skills to make others want to follow their direction. The leader cannot function without a great group of hardworking, teamwork type of people.

Anyone can become a leader if given the right tools and team. If you look back over history, it is full of people who had no leadership experience, but because of circumstances, had to step in and persuaded others to follow them to success.

Nominations are now open through March 1st for the 2020-2021 year with positions to fill on the GAEOP Executive Board. I have had the honor to serve on the Executive Board for many years and have seen great strides made in working with

administration, improving on issues facing our office professionals, and increasing professional development opportunities. If you were to ask current or past board members about their experience, you will find each one has, in some way, grown professionally and personally.

If you have been a GAEOP member for at least one year, I would like to encourage you to step into leadership and make a difference. You can find details on how you can serve on page 4. Elections will begin mid-March.

Thank you for all you do every day!

*Teresa Himmelberger, CEO
GAEOP President*

**BEFORE
YOU ARE A LEADER,
SUCCESS IS ALL ABOUT
GROWING YOURSELF.
WHEN YOU
BECOME A LEADER,
SUCCESS IS ALL ABOUT
GROWING OTHERS.**

- JACK WELCH

The following positions are up for election this year and we are accepting nominations now through March 1. Each position has a requirement of at least one year as a member of GAEOP prior to nominations, (unless specified).

President-Elect - Perform duties of the President when President is absent, serve on Advisory Council, Salary and Benefits Committee and Chairmen of the Nomination/Elections Committee (in odd years), attend the NAEOP Annual Meeting, attend Granite Board of Education Meetings and any duties as assigned by President - you must have served as an elected member of the Executive Board for at least two years and must be an active member of GAEOP for two consecutive years. (1-year position)

Vice President - Perform duties of President in the absence of both the President and the President-Elect, attend Executive Board meetings, Granite Board of Education meetings, Professional Development Day and fill any assignments assigned by the President. (2-year position)

Secretary - Keep accurate records of the proceedings of the Association and of each Executive Board meeting. Attend Executive Board meetings, Granite Board of Education meetings, Professional Development Day and fill any assignments assigned by the President. (2-year position)

Membership Chairman - Serve as Chairman of the Membership Committee. Keep an accurate, updated list of membership, attend Executive Board meetings, Granite Board of Education meetings and Professional Development Day and fill any assignments assigned by the President. (2-year position)

Historian - Maintain a history of the Association by gathering pictures, articles, and other information, including committee reports of Association events and membership participation by placing information in the History Book. Attend Executive Board meetings, Granite Board of Education meetings, Professional Development Day and fill any assignments assigned by the President. (2-year position)

Executive Board Member *(2-year position)

Elementary West Board Member *(2-year position)

Elementary East Board Member *(2-year position)

Jr. High Board Member *(2-year position)

High School Board Member *(2-year position)

Part Time Board Member *(2-year position)

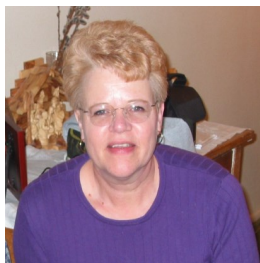
*These positions are required to attend all regular and special meetings of the Association, fill any assignments assigned by President, attend Granite Board of Education meeting (2 to 3 times per year), work with Membership Chair to welcome new employees, and introduce the association to the locations/schools you represent.

Nominations are being accepted by Teresa Himmelberger himmelberger@graniteschools.org



In the Spotlight

Submitted by *Leanne Helbling*
GAEOP Elementary Representative—East



My name is Arlee Willits and I am a part-time secretary in School Leadership and Improvement Services. (Try saying all that when you answer the phone!) I have worked here for almost nine years. I always tell people this is the best job I have had. I love working with the other secretaries, elementary directors, school principals and yes, even the parents. My

husband of 52 years and I have one daughter and five sons, 11 granddaughters and three grandsons. Our youngest son and his three children live in Switzerland and Germany, so we go to Europe quite often. I enjoy spending time with my family and they keep us busy going to their sports events and performances. In my spare time I enjoy reading, traveling, gardening, music and movies.



My name is Elisa Jenkins. I have worked in my current position as a secretary in School Leadership and Improvement Services for 2 ½ years. I worked previously for Granite School District as a Principal's Secretary. I have been married to my high school sweetheart for 27 years and we have two children. My daughter is a senior and plays softball,

my son is in 6th grade and plays baseball, which means we spend most of our time watching games and cheering them on. When I am not watching games I enjoy gardening, scrapbooking, and spending time with my family. I truly enjoy my job and the people I work with.



My name is Tina Nielsen. I have been with Granite District for 16 years and love my job. I currently work with the Elementary Directors in School Leadership and Improvement Services. I enjoy the challenges each day brings. I am blessed with a handsome husband, two lovely daughters, a thoughtful son-in-law and five brilliant and kind

grandchildren. I enjoy spending time with my family that feel like friends and my friends that feel like family.

Scholarship Information

Winona Fullmer GAEOP Member Scholarship
\$250. Deadline Friday, March 20, 2020.

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

Tried & True Recipe

Submitted by *Ashley Beesley, Teacher Support*

All-Time Best Funeral Potatoes

We all have a recipe for cheesy potatoes, but this recipe is my family's favorite by far. There is something about the onion/Dorito topping that really sets them apart.

One 30 oz. package frozen hash browns (remove from freezer 20 minutes prior to cooking)

½ large yellow onion, chopped

1 tablespoon butter

1 teaspoon salt

½ teaspoon ground black pepper

½ teaspoon garlic powder

2 cups sour cream

2 ½ cups shredded cheddar/Monterey Jack cheese

3 tablespoons chives

1 can of cream of celery soup

1 ½ cups French's Fried Onions, crushed

2 cups nacho cheese Doritos, crushed

(I used a large gallon sized bag and a rolling pin to crush the French's onions and Doritos together).

In a medium skillet, heat 1 tablespoon butter and cook onion until soft. (About 5 minutes)

In a large mixing bowl, combine hash browns, salt, black pepper, garlic powder, sour cream, shredded cheese, chives, cream soup and cooked onion. It will be difficult to mix if the hash browns are still frozen, but should be easy if thawed.

Preheat oven to 375°. Put your potato mixture into a 9x13 casserole dish and cook in the oven for 30 minutes. Take out, and stir entire casserole well. Put back into oven, and continue to cook until bubbling on sides and in middle, about 20-30 minutes depending on oven. Once it's bubbling in the middle you know it's done.

Take the casserole out of the oven and sprinkle your crushed onion and Dorito mixture on the top. Put back in oven for an additional 5 minutes but watch carefully so the topping doesn't burn.

Remove from the oven and serve immediately.



Going the Extra Mile—February 2020 Recipient

Submitted by Kathie Woodruff, GAEOP Secretary

Jessica Inman - Pleasant Green Elementary

Nominated by Arlene Armstrong

Jessica is the most friendly and caring Principal's Secretary I have ever seen. She has learned most of the students' names this year. (This is the first year she has been at our school.) She goes above and beyond her duties daily, but I have a specific incident I want to tell you about. I have a student who struggles with many things at home and at school. She cries a lot and goes and talks to Mrs. Inman about everything. One day she had an accident. She didn't tell me about it but when it was lunch time, she went to Mrs. Inman. Mrs. Inman talked to her, found out what was wrong, called to get someone to come get her, and then emailed me so I would know. In the email, she told me that this little girl was special to her and she wanted to make sure that the young student was all right. Such a caring, thoughtful secretary is rare, but Mrs. Inman goes above that. She can deal with problem children when needed, comfort children, do her work, and a dozen other things, along with being friendly and helpful even during that stress.



GAEOP GEM AWARD
GOING THE EXTRA MILE

Going the Extra Mile— February 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.



To nominate a deserving office professional, please use this QR code to access the Google Form on our website:



Tara Nelson
Jami Donio
Cindy Kryger
Doreen Yates
Melissa Maughan

Silver Hills Elementary
Eisenhower Junior High
Silver Hills Elementary
Special Education
Cottonwood High School

NAEOP 2020 Conference KEYNOTE SPEAKER AND SUMMIT PRESENTERS

WHO IS RHONDA SCHARF?

Insightful, humorous, educational, and even contagious ... words that are often used to describe Rhonda. A speaker with the uncanny ability to look at the normal and see something quite different.

Rhonda is a Professional Speaker, Trainer, Author, and Consultant based in Ottawa ON and Fort Myers FL (depending on the weather of course). Rhonda is a well recognized and respected speaker and trainer within the administrative community.



Tuesday, July 21, 2020

“Sometimes You’re the Windshield – Sometimes You’re the Bug” (How to take control of your own life)

Sometimes life gets the better of us, and we ask, “Whose life is it anyway?” When you stop living for yourself, and live only for everyone else, something is missing! In this humorous keynote, Rhonda shares that not only do we all experience this feeling – it’s OK to be frustrated! Learn how to stay away from contagious negativity, look at life through a positive focus and stop blaming others (whether it is the economy, government, organizations or just bad luck!) For those people that do this naturally they will learn additional skills to keep on top! Take control of your own life is the message – and through realistic, easy and fun approaches to change, Rhonda leaves everyone laughing about life, instead of crying – but most importantly, the knowledge on how to get back the life we want to have!

Summit 101

Wednesday, July 22, 2020

Michelle McCullough



“Make It Happen - The 4 Choices That Determine Your Future Success & Happiness”

Would you like to have more satisfaction and joy in your everyday life? Would you like to learn a simple technique that will help you communicate more effectively - personally and professionally?

In this workshop Michelle is going to share Make It Happen tools that will help you get more done, with greater purpose and happiness. If you have a goal or dream, you’re ready to take to the next level or if you’d just like to have a little more satisfaction in life or your work - this workshop is designed to educate and entertain. Join us!

Summit 102

Thursday, July 23, 2020

Beth Heyden, CEOE



“Going Down the Google Rabbit Hole”

Join me on an adventure down the Google rabbit hole that will provide you new skills that you can use.

Intended for current users that use Chrome and G Suite for the basics but haven’t had the opportunity to dive deeper into it. There are many tips and tricks to help you stay organized, and hidden gems to help you throughout your workday.

We will be focusing on Gmail, Calendar, Drive, Docs, Sheets, Forms and Slides. When you leave this Summit, my goal is that you will leave with more knowledge and confidence in your Google skills than you had when you arrived.

Disclaimer: Please make sure to bring your own laptop if you would like to practice in class. This summit will not be geared towards tablets and smartphones.

Summit 103

Friday, July 24, 2020

Jerry Balisteri



“Reading the Tells – Learning How to Read Body Language”

Reading the Tells is a powerful training seminar that gives you practical techniques, tools, and strategies for understanding and using non-verbal communication for the highest impact and effectiveness. Become a highly respected, highly influential, and highly successful communicator!

Whether you are a manager, front line, supervisor, attorney, or HR professional, the degree of career success you enjoy is virtually dictated by your skills in communicating with others on the job.

Tips & Tricks

Submitted by Jackie Hale, GAEOP Historian



20 Reasons why School Secretaries are GREAT!

School Secretaries are great because...

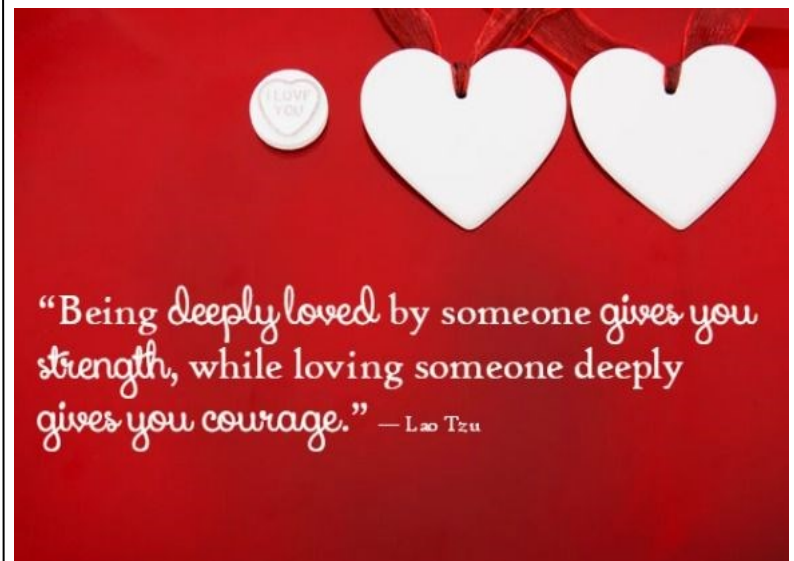
1. They are able to take a chaotic situation and provide calming solutions with the urgency that the situation may require.
2. They know everything! If you ever need an answer to a question, a school secretary will either know the answer off the top of his/her head or be able to find it for you very quickly.
3. They are first-responders. They care for sick children when they are the most vulnerable at school, and do so with grace and knowledge.
4. They wear many hats. They handle everything from top executive meetings, to being excited about a kid who just lost their first tooth.
5. They are encouraging people. They support the teachers in the building in every aspect and keep the school running smoothly.
6. They make things easier. They help make copies when needed and develop processes that help everyone stay on the same page.
7. They. Are. Organized. Not in a small sense, but in a, "I'll make your life easier and know exactly where to find it" sense.
8. They are great communicators.
9. They are welcoming. Their friendly smile and their greeting always makes someone's day a little brighter.
10. They believe in the school mission. They are the school's biggest cheerleader and supporter.
11. They are the ultimate multi-taskers. They can gather attendance reports, answer the phone, and answer a parent's questions – I've seen them in action.
12. They actively listen; to students, to teachers, and to principals.
13. They are solution finders. When presented with issues, they find ways to find solutions – some might not be the most conventional solutions, but they always work.
14. They connect people; bus drivers, custodians, kitchen staff, librarians, and parents.
15. They know everybody in the building by name.
16. They are great at scheduling events. They know when each group is meeting, in which room and who is supposed to be there.

17. They always have a secret stash of candy/goodies they are willing to share.
18. They are dependable. They are always there when you need them – or something.
19. They are the gatekeepers. They keep you safe as they watch the door for who comes and goes at the school.
20. They keep secrets and spread joy. They help surprise and bring joy to many birthdays, anniversaries, and special celebrations.

Sagmoe, E. (2015, September 3). 20 Reasons School Secretaries are GREAT! <https://kidshopeusa.org/20-reasons-school-secretaries-are-great/>

Our Ripples

Submitted by Stephanie Rees, GAEOP Newsletter Editor



Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP Vice President

New/Changing Position Secretaries:

Janet Arakaki-Moulton in CTE

Tara Allred at Valley Junior High

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

Dates & Deadlines

February 17, 2020	President's Day
February 20, 2020	Articles for the March "The LINK" due
May 28, 2020	GAEOP PD Day
July 20-24, 2020	NAEOP Annual Conference Salt Lake City, Utah

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?



February



1 Dark Chocolate Day	11 Make a Friend Day Lyndsay Fraser GTI	Michelle Foster Granger High Diane Roberts Bridger Elementary
2 Groundhog Day	12 Plum Pudding Day Rose Elkins Purchasing Department	23 Banana Bread Day Rosalinda Delatorre Monroe Elementary Barbara Longmore Redwood Elementary
3 Carrot Cake Day	13 Cheddar Day	24 Tortilla Chip Day Gloria Kidd Hunter High Karalee Olson Eisenhower Junior
4 Homemade Soup Day Tiffani Robison Olympus High	14 Valentines Day Deann Jensen Bennion Junior Anna Lemus West Lake STEM Junior	25 Clam Chowder Day Ann Shields Matheson Junior
5 World Nutella Day Sheri Hoffman Architectural Services	15 Gumdrop Date	26 Tell a Fairy Tale Day Pam Hopper Valley Junior Jana Klein Resource Development
6 Frozen Yogurt Day Cathy Bird Skyline High Michelle Raymond Kearns Junior	16 Almond Day	27 Strawberry Day Emily Cebrowski Transportation Department
7 Send a Card to a Friend Day Ramona Shaw South Kearns Elementary	17 Random Act of Kindness Day	28 Tooth Fairy Day
8 Kite-Flying Day	18 Battery Day	29 Leap Day
9 Pizza Day Laurie Atkins Kearns High	19 Chocolate Mint Day Juliene Christensen Valley Junior	
10 Umbrella Day Kristen Fors Special Education	20 Love Your Pet Day Celeste Bauer Hunter High	
	21 Sticky Bun Day Teresa Himmelberger Payroll Department	
	22 California Day Karen Elkins Western Hills Elementary	





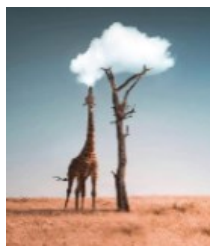
"The Link" is published 10 times per year for approximately 500 office professionals of Granite School District. Contributing materials are welcome and should be sent to the editor via email:

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

Granite School District
2500 S State Street
Salt Lake City UT 84115

2019-2020 GAEOP Board Members

President

Teresa Himmelberger, CEOE
Payroll Office
385-646-4311
thimmelberger@graniteschools.org

Vice President

Julianne Hamblin, CEOE
Fox Hills Elementary
385-646-4828
jhamblin@graniteschools.org

Secretary

Kathie Woodruff
Jefferson Jr. High
385-646-3450
klwoodruff@graniteschools.org

Treasurer

Sheyla Holt
Bates Food Services Center
385-646-4105
sholt2@graniteschools.org

Historian

Jackie Hale
Oakridge Elementary
385-646-4936
jhhale@graniteschools.org

Membership Chair

Diane Roberts
Bridger Elementary
385-646-4774
droberts2@graniteschools.org

Administrative Representative

Gayna Breeze, CEOE
Planning & Boundaries
385-646-4409
gbreeze@graniteschools.org

Executive Representative

Diana Pennington
Support Services
385-646-4597
dpennington@graniteschools.org

Elementary Representative - East

Leanne Helbling
Crestview Elementary
385-646-4804
ldhelbling@graniteschools.org

Elementary Representative - West

Bonnie Seastrand
Truman Elementary
385-646-7711
bseastrand@graniteschools.org

Junior High Representative

Cindy McCleve
Matheson Junior High
385-646-3000
cmccleve@graniteschools.org

Senior High Representative

Celeste Bauer
Hunter Senior High
385-646-6508
cbauer@graniteschools.org

Part Time Representative

Carol Seastrand
Taylorsville High
385-646-5455
cseastrand@graniteschools.org

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.