

# The Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

January 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*



A Toast to the New Year.

As we start another year, I want to give you a few things we all can do to start it off right. Let this coming year be the best so far.

- ~Vow to do some of the things you've always wanted to do but couldn't find the time.
- ~Call a forgotten friend. A good laugh can be very good medicine.
- ~Make a genuine effort to stay in closer touch with family and good friends. The surest way to have a friend is to be one.
- ~Find the time to be kind and thoughtful.
- ~Give a compliment. It's sure to give someone a needed lift.
- ~Think things through. Forgive an injustice. Listen more.
- ~Apologize when you realize you are wrong. An apology never diminishes a person. It elevates him or her. Don't blow your own horn. If you've done something praiseworthy, someone will notice eventually.
- ~Lighten up. When you feel like blowing your top, ask yourself, "Will it matter in a week?" Laugh the loudest when the joke is on you.
- ~Don't discourage a beginner from trying something risky. Nothing ventured means nothing gained. Be optimistic. The can-do spirit is the fuel that makes things happen.
- ~Don't abandon your old-fashioned principles. They never go out of style. When courage is needed, ask yourself, "If not me, who? If not now, when?"
- ~Walk tall and smile more. You'll look 10 years younger (so they say).
- ~Don't be afraid to say, "I love you."

Each year we vow to do better in our lives. The beauty of this is we can keep trying to improve. No one is perfect, so don't give up!

I appreciate all you do every day in your jobs, always standing tall even if you don't feel you can.

## Professional Development Day - May 2020

Bloom Where You Are Planted

Granite Association of Educational Office Professionals  
Professional Development Day



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

Keynote Speaker - Michelle Porcelli

This day is for all office professionals, both hourly and contract.

## NAEOP Conference - July 2020



Here is to a New Year!

Teresa Himmelberger, CEOE  
GAEOP President





## In the Spotlight

Submitted by *Cindy McCleve*,  
GAEOP Junior High Representative



My name is Milena Pehar and I am the Principal's Secretary at Lincoln Elementary. I've worked for Lincoln Elementary since 2004. I'm married and have two children, a son and a daughter, who attended Lincoln Elementary.

I love working here, every day is different, every school year is different. Where can you start fresh every year? Only if you work in a school. When I have free time, I like to read and crochet.

## Noteworthy News

Submitted by *Teresa Himmelberger*, GAEOP President

How valuable is learning to you? If you had the opportunity to attend a national educational office professional conference with expenses paid, would you want to invest your time in lifelong learning?

GAEOP has funding available to provide the opportunity for Granite office professionals to attend the NAEOP Conference, July 20-24, 2020, at the Little America Hotel. The great thing about this conference is you can choose what time works best for you to attend Summits and breakouts. You may only have time to attend one day or all four, the choice is up to you.

If you are interested in this opportunity, click on this link <https://forms.gle/8XP1HxYqc7vTBpCu5>. You will be contacted with additional information at a later date. Registration for the conference will begin in January 2020, so do not delay!

**Helen P. Metos  
STUDENT SCHOLARSHIP 2020**

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.

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>

**Deadline:  
Thursday, January 9, 2020**

Sponsored by GAEOP – Granite Association of Educational Office Professionals  
Questions: Contact Julianne Hamblin, GAEOP Scholarship Chair, [jhamblin@graniteschools.org](mailto:jhamblin@graniteschools.org)

## Tried & True Recipe

Submitted by *Tempest Fullmer*

### 3 Bean Turkey Chili

Prep: 10 min Cook: 10 min TOTAL: 20 min

12 servings: 254 Calories, 27g Carbs, 31g Protein, 2g fat

2 lb ground 99% fat-free turkey breast

½ C onion, finely chopped

1 T garlic powder

1 whole green onion, chopped

1 15 oz can tri-bean blend

1 15 oz can black beans, drain and rinse

2 cans diced tomatoes

1 T brown sugar

1 T chili powder

¼ C white vinegar

3 T mustard

2 tsp cumin

1 tsp salt

2 tsp cilantro

1 T xylitol (optional)



1. In a large pot add onions & meat, sprinkled with garlic powder and cook until no longer pink (drain, if desired)
2. Next add the green onion, beans, tomatoes, xylitol and spices (except cilantro) and stir until combined.
3. Bring to a boil and then reduce heat to a simmer for about 10 minutes.
4. Finally, add cilantro. Serve hot then enjoy!

<https://www.bodybuilding.com/recipes/jamie-easons-3-bean-turkey-chili-recipe>

## Scholarship Information

### Helen P. Metos Student Scholarship

\$500. Deadline Thursday, January 9, 2020

### NAEOP Conference Member Scholarship

Up to \$750. Deadline Friday, January 17, 2020

### Winona Fullmer GAEOP Member Scholarship

\$250. Deadline Friday, March 20, 2020

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

# Going the Extra Mile—January 2020 Recipient

Submitted by Kathie Woodruff, GAEOP Secretary

## Trinda Burdett—Educational Technology

Trinda is always going above and beyond with little acts of kindness. Simple things like holiday/seasonal treats at her desk, or a friendly smile. ~*Tiffany Simons*

Whenever I have a question, no matter how big or small she is willing to help me out. I appreciate it so much. As an LMETS, I am usually juggling a



bunch of different things and she is always cheerful, pleasant and helpful! ~*Marcia Ingram*

Trinda Burdett is AMAZING! She can multi-task better than anyone! Trinda manages a fleet of staff that is spread out all over the district. Between time cards, supply cards, dozens of budgets, thousands of pieces of equipment, and non-stop emails and phone calls, Trinda still takes the time for a personal connection with all of us. Our department is fortunate to have her! ~*Misty Butterfield*

Trinda always stays on top of things in our department. She knows the account amounts for us. She let me know, when talking to her about a family death, I could take the day to go to the funeral. If I have a question or task about our department, I can go to Trinda. She has enrolled Chromebooks and so much more for me and my two schools. ~*Stephanie Evans*

Trinda goes the extra mile in our department all the time. She jumps in to help out and always does so with a smile! She often has the answer before we even know we needed an answer to a question. She is very organized and efficient. Her positive upbeat personality always makes the office a fun place to be. ~*Heidi Meenen*

Whenever I ask her to do something, it is done almost before I send her an email. It doesn't seem to matter what she is doing, when there is a need, she drops everything and does it for you. I have never worked with such an efficient secretary! She is such a joy to be around. Even if you are having a bad day, her smile and joyous attitude make you happier. ~*Ross E. Pope*

Trinda is amazing at organizing and communicating. She emailed, collected and ordered information on extra materials from the schools receiving the LBDL grant money. We received the materials we were in need of quickly and efficiently. She does things like this over and over again! ~*James Ballif*

Every day, Trinda does MORE than she's asked. She'll do anything I ask even when it's truly not her job. Her skills are far and above anyone I know in her position. She's the most upbeat person with a great attitude. I love working with her! She absolutely deserves this recognition. ~*Jaime Woolley*

Trinda works extra hard to manage all of the needs for our department. She has the answers for everything and is always ready to help with a smile. We are lucky to have her and her assistance! ~*Tricia Fenton*

Trinda is an outstanding professional to work with. She answers concerns promptly, organized many different people and is always pleasant to speak with, even when you are under stress. Trinda is the best! ~*Jo L Thompson*

## Going the Extra Mile—January 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.

### January 2020 GEM Nominees for the LINK:

Kim Lovato	Skyline High School
Melodee Bennett	Granite Peaks Learning Center
Jami Donio	Eisenhower Junior High



# 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:



## Dates & Deadlines

January 2, 2020	School resumes
January 9, 2020	Helen P. Metos Student Scholarship due
January 10, 2020	End of Term/No School
January 10, 2020	In-service (see page 6)
January 15, 2020	PSP Deadline
January 17, 2020	NAEOP Conference Member Scholarship due
January 20, 2020	"The LINK" articles due for February
January 20, 2020	Martin Luther King Jr. Day/No School
May 28, 2020	GAEOP PD Day
July 20-24, 2020	NAEOP Annual Conference Salt Lake City, Utah



## Tips & Tricks

Submitted by Diana Pennington  
GAEOP Executive Representative

### 10 TIPS TO HELP YOU KEEP YOUR NEW YEAR'S RESOLUTION

by: Louise Smith

Chances are at some time in your life, you've made a New Year's resolution — and then broken it. This year, stop the cycle of resolving to make change and then not following through. If your resolution is to take better care of yourself and get healthy, you will have a much better year if your resolution sticks. Here are ten tips to help you get started.

#### 1. BE REALISTIC

The surest way to fall short of your goal is to make your goal unattainable. For instance, resolving to NEVER eat your favorite food again is setting you up to fail. Instead, strive for a goal that is attainable, such as avoiding it more often than you do now.

#### 2. PLAN AHEAD

Don't make your resolution on New Year's Eve. If you wait until the last minute, it will be based on your mindset that particular day. Instead, it should be planned well before December 31st arrives.

#### 3. OUTLINE YOUR PLAN

Decide how you will deal with the temptation to skip that exercise class or have that piece of cake. This could include calling on a friend for help, practicing positive thinking and self-talk, or reminding yourself how your "bad behavior" will affect your goal.

#### 4. MAKE A "PROS" AND "CONS" LIST

It may help to see a list of items on paper to keep your motivation strong. Develop this list over time, and ask others to contribute to it. Keep your list with you and refer to it when you need help keeping your resolve.



#### 5. TALK ABOUT IT

Don't keep your resolution a secret. Tell friends and family members who will be there to support your resolve to change yourself for the better or improve your health. The best-case scenario is to find a buddy who shares your New Year's resolution and motivate each other.

#### 6. REWARD YOURSELF

This doesn't mean that you can eat an entire box of chocolates if your resolution is to eat a better diet. Instead, celebrate your success by treating yourself to something you enjoy that doesn't contradict your resolution. If you have

been sticking to your promise to eat better, for example, reward yourself with new fitness clothing or by going to a movie with a friend.

#### 7. TRACK YOUR PROGRESS

Keep track of each small success. Short-term goals are easier to keep, and each small accomplishment will help keep you motivated. Instead of focusing on losing 30 pounds, focus on losing the first five. Keep a food journal to help you stay on track, and reward yourself for each five pounds lost.

#### 8. DON'T BEAT YOURSELF UP

Obsessing over the occasional slip won't help you achieve your goal. Do the best you can each day, and take one day at a time.

#### 9. STICK TO IT

Experts say it takes about 21 days for a new activity to become a habit and six months for it to become part of your personality. It won't happen overnight, so be persistent and patient!

#### 10. KEEP TRYING

If you have totally run out of steam when it comes to keeping your resolution by mid-February, don't despair. Start over again! Recommit yourself for 24 hours. You can do anything for 24 hours. The 24-hour increments will soon build on each other and, before you know it, you will be back on track.



What are your New Year's goals?

For more tips, see the full article:  
Smith, L. 10 Tips to Help You Keep Your New Year's Resolution.  
Retrieved from <https://www.gaiam.com/blogs/discover/10-tips-to-help-you-keep-your-new-year-s-resolution>

## Our Ripples

Submitted by Stephanie Rees, GAEOP Newsletter Editor

Every  
*Accomplishment*  
starts with the  
decision to try.

# 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!



## In-service Opportunities

*Submitted by Gayna Breeze, CEOE, Administrative Representative*

1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	C121	Collaboration – Sharing Files
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D228	Excel Basics
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D226	One Note
1/10/2020	8:00 am - 10:00 am & 11:00 am - 1:00 pm	D314	Calendaring Tricks
Spring 2020 (TBD)		C121	Skype for Business



## National Days & GAEOP Member Birthdays!

*What fun day does your birthday fall on?*



### January



#### **1 New Year's Day**

Lesa Campbell  
Carpenter Shop

#### **2 Buffet Day**

#### **3 Chocolate Covered Cherry Day**

Dora Ramirez  
Western Hills Elementary

#### **4 Spaghetti Day**

Mindy Scherzinger  
Research & Evaluation

#### **5 Bird Day**

#### **6 Technology day**

#### **7 Bobblehead Day**

Teresa Evans  
Cottonwood High School

Tanya Sargent  
Driggs Elementary

#### **8 Bubble Bath day**

#### **9 Apricot day**

Darla Tolman  
Prevention & Student Placement

#### **10 Bittersweet Chocolate day**

#### **11 Milk Day**

#### **12 Curried Chicken Day**

#### **13 Clean Off Your Desk Day**

#### **14 Dress Up Your Pet Day**

#### **15 Hat Day**

#### **16 Fig Newton Day**

Luann Simonsen  
Fremont Elementary

#### **17 Hot Buttered Rum Day**

Kim Nickerson  
Rolling Meadows Elementary

#### **18 Thesaurus Day**

#### **19 Popcorn Day**

Stephanie Ostendorf  
Custodial Services

Diane Gilmore  
Fox Hills Elementary

Dena Loveless  
Gourley Elementary

Shauna Ross  
Special Education Department

Rachelle Betsuie  
Upland Terrace Elementary

#### **20 Cheese Lover's Day**

Shawna Cluff  
Churchill Junior High

Ashley Beesley  
Teacher Support

#### **21 Granola Bar Day**

Michelle Berry  
Bates Foods

#### **22 Blonde Brownie Day**

#### **23 Handwriting Day**

Natalie Yates  
Bonneville Junior High

#### **24 Compliment Day**

Monika Andreason  
Cyprus High School

#### **25 Opposite Day**

Kelly Oveson  
Bates Food

#### **26 Green Juice Day**

#### **27 Chocolate Cake Day**

#### **28 Kazoo Day**

#### **29 Puzzle day**

#### **30 Croissant Day**

#### **31 Backward Day**

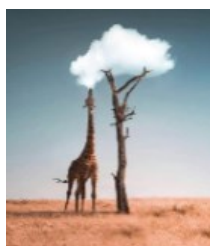


**Next Article  
Deadline:  
January  
20th**

“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](mailto:srees@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



“Always Stand Tall”



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

Visit Our Website

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

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## 2019-2020 GAEOP Board Members

### President

**Teresa Himmelberger, CEOE**  
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### Vice President

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### Secretary

**Kathie Woodruff**  
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### Treasurer

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### Membership Chair

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### Administrative Representative

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### Executive Representative

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385-646-4804  
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### Elementary Representative – West

**Bonnie Seastrand**  
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385-646-7711  
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### Junior High Representative

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385-646-3000  
[cmccleve@graniteschools.org](mailto:cmccleve@graniteschools.org)

### Senior High Representative

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### Part Time Representative

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Taylorsville High  
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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.