

# The Link

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

March 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*



Have you wondered what resources are available to you to help you excel in your current position or move up to another job? Ask yourself, "What can I do to invest in my future?"

I recently read an article that reminded me of the plethora of resources we have available to us as office professionals. I was introduced to All Things Admin, (<https://www.allthingsadmin.com/>) a few years ago and have used some of the free templates they offer. They provide a training center of resources which include the following:

[20XX – Professional Accomplishments Template \(DOC\)](#)

[Free Report: Strategic Career Planning \(PDF\)](#)

[Career Planning Template](#)

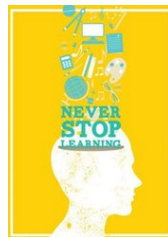
[Travel Itinerary Planning Template](#)

[Admin Procedures Form Template \(DOC\)](#)

[Admin Job Responsibilities Template \(XLS\)](#)

[FREE Webinar: Officially Launch Your Administrative Procedures Manual](#)

It's easy to sign up and membership is free. They provide online trainings for a minimal fee as well.



[Lynda.com](#) is also available for online trainings, which you can get certification credit for taking. Just use your county library sign in to get started. Details are on [gaeop.weebly.com](http://gaeop.weebly.com), under the Lynda.com tab.



Elections are here!

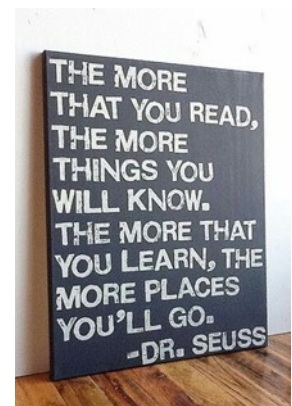
A Google Doc will be sent out soon with information on the candidates running for positions on the GAEOP Executive Board. These individuals are willing to represent you for the 2020-21 year and will be here to help you in your professional career. As a GAEOP member, please take a few minutes to learn about the candidates, then exercise your right to vote for the candidate of your choice.

Mark your calendar for our GAEOP Annual Professional Development Day to be held Thursday, May 28 at Jefferson Jr. High (see page 6). You will have the opportunity to hear from our keynote speaker Michelle Porcelli. Michelle will be presenting "Developing Resiliency and Creating Passion for the Workplace".

More details will be coming soon and registration will begin in April. I look forward to seeing you there!

Thank you for your hard work each day. Continue to "Always Stand Tall"

*Teresa Himmelberger, CEO  
GAEOP President*





## In the Spotlight

Submitted by Carol Seastand,  
GAEOP Part Time Representative



My name is Sharon Clark, and this is my fourth year as Registrar at Bennion Junior High. I started in 2004 and have been a resource aide, BHA, and comp. guidance assistant for a total of 16 years. I love working at Bennion Junior with our amazing staff, students and community.

I have been married for 31 years and I have a 27-year-old son and an 8-year-old granddaughter. One of my favorite things to

do is travel. My husband and I love visiting historical places throughout our nation. One of our favorite places to visit is Washington DC. We also love going to Disney World and Disneyland with my son and granddaughter. To us, being with family is truly "the happiest place on earth!"



My name is Ruth Brown and I am the Principal Secretary at Bennion Junior High. I started at Bennion Junior High in 1995, moved to Granger High in 2000 and was there for 20 years. I have now come full circle and am back at Bennion Junior High. I have been with the district for 25 years this May!

I have been married for 37 years to MR. WONDERFUL! I have three children, one son

and two daughters, who are married to wonderful spouses! I have been blessed with five grandchildren, three girls and two boys, with another boy and girl on their way! (Life is good) I love to spend time with my family! I love to travel, bake, sew, read, and relax (that's my favorite).



My name is Deann Jensen, and I have worked for Bennion Junior High since 2000. I have held many different positions and am currently financial secretary. My five children went through Bennion Junior. I have seen many changes and feel challenged continually. I have been married for 40 years. We have five wonderful children and 15 grandchildren, who are the light of our

lives. I enjoy reading, crocheting, and traveling. With one of our daughters out of the country it has been a lot of fun to visit with her and see some beautiful parts of the world. Most of all I love to spend time with my 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 Julianne Hamblin, CEOE, GAEOP Vice President

Our favorite "go to" recipe for family birthdays is this version of Mississippi Mud Cake. It's a dense, brownie-like cake with awesome frosting.

### Mississippi Mud Cake

#### Cake

- 1 cup butter
- 2 cup sugar
- 4 large eggs
- 1 tsp. vanilla
- 1 1/2 cup flour
- 3 tbsp. cocoa
- 1 1/3 cup shredded coconut
- 1 cup chopped nuts (pecans or walnuts, optional)

#### Frosting

- 1/2 cup butter
- 1/2 cup evaporated milk
- 1 lb. powder sugar
- 1/2 cup cocoa
- 1 tsp. vanilla
- 7 oz. jar Marshmallow creme

Preheat oven to 350 degrees. Cream butter and sugar together. Stir in eggs and vanilla. Stir in flour and cocoa. Add coconut and nuts. Pour batter into a greased, floured 13 x 9 inch pan. Bake for 30 minutes.

Start the frosting as soon as you put the cake in to the oven to bake. Melt butter over low heat. Add milk and vanilla. Combine sugar and cocoa and add to the butter mixture. Stir constantly over low heat until lumps are dissolved. Let icing cool slightly so it doesn't burn the marshmallow crème.

When cake tests done, immediately spread the marshmallow creme over the hot cake. Pour the frosting over the creme and swirl together with a knife.



# Going the Extra Mile—March 2020 Recipient

Submitted by Kathie Woodruff, GAEOP Secretary

## Kim Lovato - Skyline High School

*I know Kim has been dealing with her own stresses with her health and family pressures, but she is always professional and caring to us as teachers. She was absent not long ago and we all noticed how hard it was to not have her here.*

*As others tried to help while she was out, it was obvious to all of us how organized and confident she is with people. She deals with tough parents all the time and is always very positive and professional. We miss her when she isn't here.*

~ Denice Long



# GAEOP GEM AWARD GOING THE EXTRA MILE

## Going the Extra Mile - March 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.

### March 2020 GEM Nominees for the LINK:

- |                          |                               |
|--------------------------|-------------------------------|
| Heidi Tward              | Skyline High                  |
| Marguerita Davilla-Telck | Olympus Junior                |
| Tiffany Vandertoolen     | Bates Central Kitchen         |
| Sandra Riches            | Title 1/ Resource Development |
| Elizabeth Campbell       | Maintenance                   |
| Gwen Coulsen             | Curriculum & Instruction      |
| Jennifer Justesen        | Skyline High                  |
| Kacie Pfeil              | Cottonwood High               |
| Heather Bankhead         | Hunter Junior                 |
| Whitney Garcia           | Granite Peaks Adult Ed        |

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



## Tips & Tricks

Submitted by Marguerita Davila-Telck

### How to Make Your Own Luck

Even if you don't think it's possible, you have every opportunity to create your own luck. Being ready to seize opportunities when they present themselves is up to you — it's not a paranormal occurrence. Anyone can take control of where s/he is headed in life, no matter his or her age or situation.



**Be assertive and proactive.** If you don't walk your path, no one else can or will do it for you — why should they? You can and must innovate, create and do your stuff your way. "Chance" is involved in random-luck, but improving your luck is never about relying upon pure random-chance.

**Believe in a goal.** Write it down and make this your luck "blueprint." Use the proverbial back of a napkin or scrap of paper (even with the usual coffee stains) — whatever is available right now.

**Put deadlines on your goals.** Deadlines make daily progress more likely. Aim to make progress in little goals or short-term goals, be they hourly, daily, or weekly ones. Make your own action plan and follow through on it. Polish your plans as you go and try to remain open to new opportunities.

**Expect great lucky ideas to occur to you, but do not worry, if you're not inspired right now.** Work through your doubts, and muse and meditate about goal-related matters.

**Raise your expectations.** No matter where you are (or where you'd rather be), you can move beyond simply existing. Pump up your goals any way you can.

**Work smarter, not harder.** Use connections with other people to help accomplish your goals. Go beyond making an effort and shift into innovating and trying new ways to get things done.

**Seek new experiences.** When you know what will improve your life or the lives of others around you, you create your own direction and strive forward. With this sense of direction in place, you can now seek and find what you're looking for, pursuing your blueprint goals, able to focus on what is in your plan, path, or way.

**Be positive.** Believe in yourself. Don't say, "I never had talent". People who think like that usually are wishful, but didn't really try enough things, or keep at them for long enough.

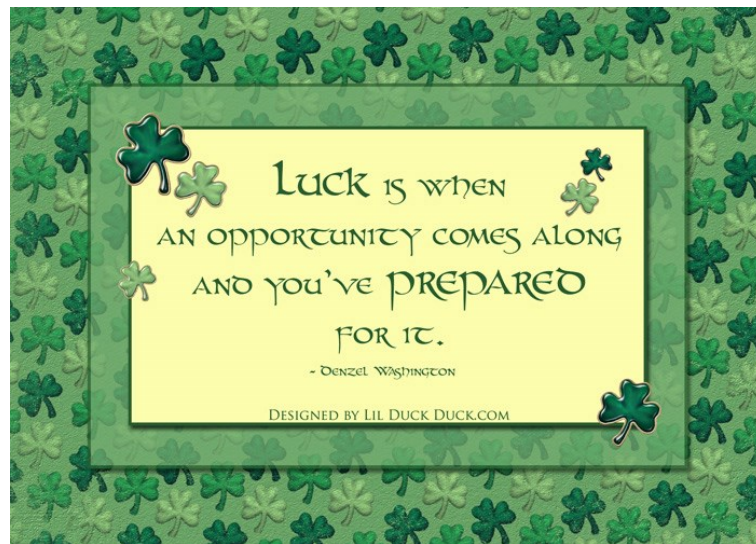
**Persist.** Remember: some popular singers make it with a poor voice, some celebrities make it without being the most

beautiful, the most talented, or the most connected. It's because they are persistent and they believe in what they're doing, through and through. Ultimately, the key to seizing luck is to finish what you start or to work it into a new way to try again.

WikiHow. (2018, December 6). How to Make Your Own Luck. <https://www.wikihow.com/Make-Your-Own-Luck>

## Our Ripples

Submitted by Stephanie Rees, GAEOP Newsletter Editor



## Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP Vice President

New/Changing Position Secretaries:

Jeremiah Bott	Bates Central Kitchen
Angie Pester	Hunter High
Angela Sizemore	Human Resources
Emily Wilson	Human Resources
Jessica Watkins	Human Resources

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

## Dates & Deadlines

March 20, 2020	Winona Fullmer Scholarship Application due
March 20, 2020	Articles for the April "The LINK" due
May 28, 2020	GAEOP PD Day
July 20-24, 2020	NAEOP Annual Conference Little America Hotel - 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!

## 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



**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

## Professional Standards Program (PSP) Corner

Submitted by Gayna Breeze, CEOE, Administrative Representative

Congratulations to the following office professionals who have earned a certificate so far this fiscal year. Several others are working on them. Way to go!

Leppink, Donna	Fremont Elementary	Principal Secretary	7/25/2019	Advanced III/GCOP
Rosvall, Jacqueline	Cottonwood High	Attendance Secretary	7/12/2019	Bachelor's
Carrillo-Valle, Jaqueline	Human Resources	Administrative I Secretary	11/13/2019	Intermediate
Turner, Cynthia	Kennedy Junior	Principal Secretary	11/15/2019	Bachelor's
Garcia, Lucero	Granite Peaks	Administrative I Secretary	12/18/2019	Associate's
Bearss, Amber	Olympus Junior	Bookkeeper	12/1/2019	Associate's
Watkins, Jessica	Human Resources	Administrative I Secretary	1/29/2020	Advanced III/GCOP
Bracken, Jane	Teaching & Learning	Administrative II Secretary	2/4/2020	Advanced I
Hardcastle, Victoria	Accounting	Administrative I Secretary	2/5/2020	Bachelor's
Mason, Stephanie	Upland Terrace Elementary	Principal Secretary	2/6/2020	Bachelor's
Guyer, Sarah	Jefferson Junior	Bookkeeper	2/12/2020	Associate's

Whether you are a contract employee or non-contract, invest in yourself by learning pertinent skills, then save your class certificates to help you earn or keep your Granite Certified Office Professional (GCOP) or NAEOP Professional Standards Program (PSP) certification. 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](http://gaeop.weebly.com), under the PSP/GCOP tab.

# National Days & GAEOP Member Birthdays!

*What fun day does your birthday fall on?*



### 1 Peanut Butter Lover's Day

Jodi Halaewa  
*Human Resources*

### 2 Banana Cream Pie Day

### 3 I Want You to be Happy Day

Jo Beckstrand  
*Woodstock Elementary*

Sheila Privett  
*Prevention & Student Placement*

### 4 Grammar Day

Ruth Brown  
*Bennion Junior*

Janice Wirthlin  
*Evergreen Junior*

### 5 Cheese Doodle Day

### 6 Oreo Cookie Day

Brandi Elangate  
*Farnsworth Elementary*

Jill Rasmussen  
*Lake Ridge Elementary*

### 7 Cereal Day

### 8 Peanut Cluster Day

Darla Williams  
*Communications*

### 9 Get Over it Day

### 10 Mario Day

Sandi Crosby  
*Curriculum & Instruction*

Joni Garrett  
*Eisenhower Junior*

### 11 Oatmeal Nut Waffle Day

### 12 Plant a Flower Day

### 13 Jewel Day

### 14 Potato Chip Day

### 15 Kansas Day

Julie Goodrich  
*Crestview Elementary*

### 16 Corn Dog Day

Courtney Williams  
*Wasatch Junior*

### 17 Corned Beef and Cabbage Day

Erin Winkler  
*Kearns High*

### 18 Sloppy Joe Day

### 19 Chocolate Caramel Day

### 20 Ravioli Day

### 21 French Bread Day

Gwen Coulsen  
*Curriculum & Instruction*

Amber Nicole Bearss  
*Olympus Junior*

### 22 Goof Off Day

### 23 Chip and Dip Day

Karen Bowden  
*West Lake STEM*

Sydney Hunter  
*Hunter High*

### 24 Chocolate Covered Raisin Day

Arlee Willits  
*School Accountability*

### 25 Waffle Day

Lezlie Anderson  
*Taylorville Elementary*

### 26 Spinach Day

Marilee Evans  
*Human Resources*

### 27 Scribble Day

### 28 Black Forest Cake Day

### 29 Lemon Chiffon Cake Day

### 30 Take a Walk in the Park Day

Julie Anderson  
*Hunter Elementary*

Sandy Cummings  
*Warehouse*

Samantha Peterson  
*Ed Equity*

### 31 Crayon Day



**Next Article  
Deadline:  
March  
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)

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  
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### Vice President

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### Secretary

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### Treasurer

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### Membership Chair

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### Administrative Representative

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### Executive Representative

**Diana Pennington**  
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### Elementary Representative - East

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### Elementary Representative - West

**Bonnie Seastrand**  
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### Junior High Representative

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

### Senior High Representative

**Celeste Bauer**  
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[cbauer@graniteschools.org](mailto:cbauer@graniteschools.org)

### Part Time Representative

**Carol Seastrand**  
Taylorsville High  
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[cseastrand@graniteschools.org](mailto: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.