

# The Link

Newsletter of GAEOP



Volume 5, Issue 9

April 2014

The purpose of the Granite Association of Educational Office Professionals shall be to provide personal and professional growth, leadership, and service opportunities to all educational office professionals; to provide quality training; to provide continuous study of the challenges facing educational office professionals; to recognize achievements; and to foster good fellowship.

## Inside this Issue:

2. "Hats Off to You"  
UAEOP Conference report  
NAEOP Conference
3. GAEOP 2014-15 Board  
Weebly Webpage  
New Office Professional  
Business Sense  
Record Retention  
Well Wishes
4. PDD Registration
5. PDD Classes
6. Calendar
7. Recipe Corner  
Birthdays  
Personal Growth
8. Cyprus High Office Staff  
Monthly Happenings  
Membership  
Facebook
9. GAEOP Board  
Advisory Committee



## Vickie's Vibes

### **Outstanding talent is the most valuable asset any organization can possess...**

This is especially true for office support where the demand for experienced and eligible professionals is constantly increasing.

You can count on the office professionals to do their job. They certainly are the heart of Granite School District. I know that the office professionals are talented!

- They are always enthusiastic and cooperative.
- They have the ability to solve several problems at once.
- They can repair printers and copy and fax machines.
- They are the one who is always there for those demanding patrons, frustrated teachers and students.

As office professionals, your boss can count on you to be supportive. It's important to keep your administrator in the loop regarding the progress of your projects. You must keep them up to speed, but don't bombard them with the details. However, if you have questions, don't hesitate to ask. Your supervisor must be able to count on you to respond honestly to work-related issues. Try not to be overly critical or negative. And, of course, when your administrator seems overwhelmed, look for ways you can help out. They will appreciate you even more!

As we celebrate Administrative Professional week this month, I want to say, "Thank you for all you do to make our schools and district run so smoothly." Granite School District is lucky to have each and every one of you.

GAEOP has been preparing for the annual Professional Development Day in June. The registration form (PDF fillable) and a listing of classes offered is included in this issue of The Link (page 4 & 5). Take this opportunity to learn new things, enjoy a great lunch and visit with your fellow office professionals.

Our final in-service for this school year will be held Tuesday, April 29<sup>th</sup>. There will be two sessions offered, 9:30-11:00 am and 1:00-2:30 pm. Watch for details coming soon!

Have a safe spring recess!

Vickie Burrow  
GAEOP President

*There is a big difference between a positive attitude and a positive spirit. A positive attitude comes from what you say to yourself in your head. A positive spirit radiates from your heart – it's your very being."*

*– Amanda Gore*



### UAEOP Conference "Going the Extra Mile"

~submitted by Danielle Kitchen, UAEOP Past President

On Saturday, March 15<sup>th</sup> I had the opportunity to welcome and thank 60 office professionals for "Going the Extra Mile" to sunny St. George for the 20<sup>th</sup> Annual UAEOP conference. Almost half of the attendees were from Granite School District. The keynote speaker, Rick Larsen, the principal at Rich High School, took us on an emotional roller coaster as he shared his life experiences while demonstrating the importance of "Doing the Right Thing, at the Right Time, When it Really Matters." Afterwards we selected two workshops to attend. The three breakout sessions offered were Healthy Lifestyles, Stress Management and Tech Enhanced Communications. During the "20 Year Celebration" luncheon, two very deserving individuals from Granite School District received awards - Jo Potter, UAEOP Office Professional of the Year and Richard Welch, UAEOP Administrator of the Year. In the afternoon, attendees had the opportunity to quickly network with other office professionals on a variety of planned topics. Sunday morning, we were treated to a DVD presentation "Live Out Loud" by Amanda Gore. I think most would agree that it was a great weekend that left us reenergized and rejuvenated.



Granite Office Professionals "YOU ROCK"



### "Hats Off to You"

On March 26<sup>th</sup>, GAEOP hosted our annual Evening of Recognition dinner at the Hilda B. Jones Center. We enjoyed listening to harpist, Elyse Nelson, while eating delicious food - and you couldn't beat the company. The Metos family presented the Student Scholarship award; GAEOP presented the Administrator/Office Professional and Part time Office Professionals of the Year, and the Winona Fullmer member Scholarship. Brent Severe, Granite Education Foundation, also awarded the C.A.R.E award. Congratulations to the 2013-14 Recipients!

#### Administrator of the Year

Brenda VanGorder - Director, Preschool

#### Office Professional of the Year

Karen Bowden - Principal Secretary, West Lake Jr. High

#### Part time Office Professional of the Year

Stephanie Matsamas - Sandburg Elementary

#### Winona Fullmer Member Scholarship

Amy Torres - Financial Secretary, Kearns Jr. High

#### Helen Metos Student Scholarship

Amanda Branchley - Student, Taylorsville High

#### GEF C.A.R.E Award

Jana Klein, Communications Office

A "BIG" thanks to Elaine Wright, Chair of this event and her committee: Tracy Atkin, Jana Klein and Erin Wright; and Stephen Perschon and the Jones Center staff for making the evening a great success.



Administrator of the Year



Office Professional of Year



Part Time Office Professional



Metos Student Scholarship

**The National Association of Educational Office Professionals is coming to the Northwest!  
July 14-17, 2014**



Doubletree by Hilton Portland 1000 NE Multnomah Street Portland, Oregon 97232

<http://doubletree.hilton.com/en/dt/groups/personalized/R/RLLC-DT-NAE-20140711/index.jhtml>

Go to [gaeop.weebly.com](http://gaeop.weebly.com) under NAEOP Conference 2014 to get all the details for the conference



**GAEOP Executive Board  
2014-2015**

President – Teresa Himmelberger, Payroll Office  
Vice President – Kari Parry, Taylorsville High  
Secretary – Darla Williams, Hunter Elementary  
Treasurer – Kathy Roos, GTI  
Membership – Ashley Beesley, Staff Development  
Historian – Cindy McCleve, Curriculum  
Elementary East – Leanne Helbling, Crestview Elementary  
Elementary West – Stephanie Rees, Diamond Ridge Elementary  
Junior High – Cris Brimley, Churchill Jr. High  
Senior High – Karen Bowden, West Lake Jr. High  
Administrative – Elaine Wright, School Accountability  
Executive – Lori Waltman, Teaching and Learning  
Part time – Marie Orton, Curriculum

Visit <http://gaeop.weebly.com>

**You can find:**

GAEOP Mission Statement  
GAEOP Executive Board 2013-14  
NAEOP Conference information  
Member Bylaws  
Calendar of Events  
Training handouts  
Office Professional Handbook (Memorandum of Understanding)  
PSP/GCOP Application  
The LINK (past and current issues)  
Photos of events

*Welcome new Office Professional:  
Cherilyn Bramall – Gourley Elementary*

Learn how intuition can be used effectively to anticipate the needs of others and advance your career in **Business Sense: Putting Your Intuition to Work**. Go to [www.officeteam.com](http://www.officeteam.com) and click on Free Resources. Go to [www.officeteam.com/intuition](http://www.officeteam.com/intuition) and take the quiz to learn if you are an Analyst, Adapter, Questioner, Empathizer, or Observer.

**Record Retention** - Submitted by: Marsha Smith, School Accountability

One of the most frequently asked questions of which I receive is, "How long do I have to keep . . . (fill in the blank)?" Personally, I asked this question many times myself when I was in the elementary school trenches. My plan was to save EVERYTHING, much to the dismay of my custodians who were beginning to fear the fire hazard of accumulated years of paper. Now that I know better, the solution is not so complicated. In the School Accountability Services Manual is the School Record Retention chart:

<https://gsdsites.graniteschools.org/departments/schoolaccountabilityservices/Principal%20Info/SAS%20Manual%20-%20reduced.pdf>

As this form is under "Administrators" you may need to request access from your school STS, or have your principal print it off for you. If you scroll down to the Table of Contents to Section G "Policy & Practice" you will see Record Retention. I'm sure there are perhaps things that may need updating, but for the time being, it's a pretty good guideline. As is often the case, the teacher learns more than the students, and I discovered that the link on the bottom of the Record Retention chart is no longer valid. Try this instead:

<http://archives.utah.gov/recordsmanagement/grs/sdgrs-19.html#20758>

If I were to do things the right way this time around, I would box up records and make sure I wrote the disposal date in BIG numbers on the box so that they don't needlessly pile up. This way you can avoid unnecessary stock-piling. Also, I would print up the chart and keep it handy so whenever there is a question, I would know just how long we have to hang on to different items and also stay on top of the rotating of boxes in and out. Good Luck!

**Our thoughts are with those that have lost loved ones or who are recovering from illness**



If you know of someone that has lost a loved one or is ill, please contact Vickie Burrow [vlburrow@graniteschools.org](mailto:vlburrow@graniteschools.org), Teresa Himmelberger [tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org), or Elaine Wright [ewright@graniteschools.org](mailto:ewright@graniteschools.org)





GAEOP Professional Development Day

June 11, 2014

7:30 am - 4:00 pm

Granite Education Center

2500 S. State Street

5 story building



**Keynote Speaker**

**David Vande Veegaete**

***“Rising Tides, Raise all Ships”***

**Curriculum & Instruction**



Choose four classes from the attached list that you would like to attend. Two hour sessions are considered two classes. All classes will need a minimum number of people registered in order to keep the class.

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Class A: \_\_\_\_\_ Class B: \_\_\_\_\_

Class C: \_\_\_\_\_ Class D: \_\_\_\_\_

Buffet Luncheon: Salad/fruit bar including chicken breast, drink and dessert



Please return via district mail or email PDF attachment to  
Kari Parry-Taylorsville High School by April 30th, 2014

This day is for ALL office professionals, contract or part time. Hourly secretaries/clerks who attend will receive paid time for hours attended, 9 month contract secretaries will have a trade day



# TOGETHER WE CAN



## Classes:

### **iPad Fundamentals - Mindy Hintze, UEN (2 hour session AM)**

Stop relying on kids to teach you the ins and outs of the iPad and attend this informative workshop that will put you on the path of being in the know. This device can do so much, much more than you think, and you can too. Attain all the skills and knowledge that you can and you will be ready for smooth sailing...

### **Secrets of Happiness at Work - Kathy Goodfellow, Superintendent Office/Sherry Wilson CEOE, Accounting (2 hour session PM)**

What would it look like if...you were happily achieving, instead of achieving to be happy? In the process of striving for happiness at work, learn how the inferno can be contained while infusing your work with passion. In the immortal words of Bobby McFerrin, "Don't worry, be happy!"

### **Operation: Bully Proof - Officer Chris Walden, Unified Police Department (4 sessions)**

What exactly is bullying? What is the best way to combat this behavior? This class will provide an in depth look into bullying behavior and will discuss appropriate options in dealing with victims and perpetrators. We will also discuss the legal system and District policy that addresses when bullies need to be referred to law enforcement or handled administratively.

### **Writing, Grammar and Proofreading - Patricia Thompson (2 hour session AM)**

Maybe you don't want the title of "Editor Nazi," but we should each strive to present ourselves and especially our offices, in the best possible light. Of all the many businesses to be associated with, educational office professionals should be the most informed, sterling examples of correct grammar usage, spelling, consistency, and letter format.

### **Legal Beagle - Everything you wanted to know and then some! Doug Larson, Policy & Legal Services Director (4 sessions)**

This class will look back at a very unusual school year, the policies and procedures that were instituted, and some basic legal principles that will help support staff maintain cool under pressure. The class is intended to provide practical suggestions for dealing with the day-to-day problems that walk through the door, in all their variety. Sometimes, a basic understanding of policies or legal principles will diffuse volatile situations and allow for reasonable resolutions before those situations spiral out of control.

### **S.O.S - Surviving Leaving Options - Berkley King, Benefits Manager/ADA Coordinator (4 sessions) Richard Welch, Payroll Director**

Maternity, FMLA, personal sick, sick family, short term disability, bereavement, leave without pay, year leave of absence...when is a DFL needed? What form do I use? Where are the forms located? Who needs to sign it? Where do I send the information? What do I do with medical information that is turned in? How do I mark the time card? Let us help make your sailing a little smoother...

### **Preparing for an Interview - Linda Mariotti, Assistant Superintendent (4 sessions)**

Leaving the security of one job assignment for a better one is often difficult but exciting. Once you've made the decision to look elsewhere, one of the toughest parts of the experience can be preparing for and going through the interview process for a new position. What might help? Information about what to expect, support as you prepare, and the opportunity to practice, practice, practice...

### **It's All Out There - Annette Brinkman and Tim Frost, Teacher & Administrator Induction & Intervention (4 sessions) Ben Horsley, Communications & Marketing Director**

Let's take some time to examine what you might "really" be communicating with your voice tone, body language, facial expression, and even your office set-up. It is surprising how fast we make assumptions about someone. Have you ever met an individual and after a few minutes with them, felt as if you were the most important person in their life? How did they do that? How can you make people feel this way? We will examine a few of these "tricks" of the trade as we explore what you are consciously and unconsciously telling the people who meet you.

### **Healthy Living - Lauren Daub, Registered Dietitian and Foods Manager, Granite School District (4 sessions)**

During this class we will cover label reading, healthy cooking techniques, and ways to shop for nutritious foods while staying within a budget. We will also address some health-related diseases, including heart disease, diabetes and high cholesterol, and discuss ways to control these diseases through the power of food.




### **Google Drive - Mindy Hintze, UEN (2 - One Hour Sessions PM)**

Google Drive is all about cloud based storage, sharing, creating and collaborating. Using this program will allow you to move your documents and files, making them accessible from any computer or mobile device.



More Fun Art [www.MyQuotesHome.com](http://www.MyQuotesHome.com)

Always be nice to a secretary..... **APRIL**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Spring Recess	2 Spring Recess	3 Spring Recess	4 Make-up day	5
6	7	8 Office Professional Proclamation read and signed at Board of Ed - 7pm	9 GAEOP Board Mtg. 4:15 pm	10 GAEOP Advisory 9:30 am	11	12
13 Palm Sunday	14	15 Passover	16	17	18 Good Friday	19
20 HAPPY EASTER 	21	22	23 Administrative Professional Day 	24	25	26
27	28	29 "Laugh Out Loud" Inservice Aud. B&C	30 Professional Development Day Registration Due			

Upcoming Dates: Memorial Day, May 26<sup>th</sup>

## Recipe Corner: Easy office recipes

### Strawberry Spinach Salad



#### Ingredients:

¼ cup sugar  
1 quart fresh strawberries, sliced  
1 cup sliced toasted almonds  
1 recipe Honey Celery Seed Dressing (see below)

#### Directions:

Lightly sprinkle sugar over strawberries and toss with spinach greens just before serving. Top with desired amount of toasted almonds and Honey Celery Seed

#### Dressing:

¾ c. sugar, ½ c. honey, 1 tsp. Prepared mustard, 1 tsp. finely grated onion, ½ c. lemon juice, and ½ tsp. Celery seed. Mix all ingredients except oil and celery seed in a blender. Gradually add oil and celery seed and continue blending. Refrigerate dressing for up to 3 weeks.

Makes 10 to 12 servings

At the UAEOP conference, we learned about power foods for nutrition. Spinach and strawberries are high on the list. Not only is this recipe very healthy but it is super delicious. Enjoy sharing this recipe with your office staff.

If you would like to share a recipe, contact Jan at [jerichardson@graniteschools.org](mailto:jerichardson@graniteschools.org)

*"Our greatest weakness lies in giving up.  
The most certain way to succeed is to try  
just one more time."*

– Thomas Edison



## HAPPY BIRTHDAY GAEOP MEMBERS

### April

1	LuAnn Schroeder	Kearns High
3	Deanne Hampson	Eastwood Elem.
5	Lorna Allen	West Kearns Elem.
6	Ashley Dansie	Human Resources
6	Shawna Nay	Resource Development
7	Marie Tomlinson	Bacchus Elem.
9	Debbie Allen	Prevention/Student Placement
10	Keelee Powell	Orchard Elementary
13	Kathy Bailey	Educational Support
13	Susan White	Cyprus High
16	Leslie George	Curriculum
16	Christy Margetts	Rosecrest Elem.
17	Gaylawn Starnes	Human Resources
18	Diana Miller	Taylorville Elem.
20	Jennifer Justesen	Cottonwood High
21	Gayna Breeze	Wright Elem.
21	Beverly Fairclough	Monroe Elem.
22	Julena Averett	Olympus High
23	Marilyn Strong	Cyprus High
24	Marie Jex	Skyline High
25	Lafo Tauanu'u	Taylorville High
27	Kris Carlson	Brockbank Jr.
27	Natalie Terry	Pioneer Elem.
28	Kathie Carter	Jones Center

### Ways to improve your personal growth - Submitted by: Betty Kresser, Senior High Board Member

- **Personal growth comes from within.** It isn't something that someone else can give you. You have to diligently create it for yourself. You should carve out time to get to know you; meditation is a common way of going inward. Depending on your personality, spending several minutes to a couple of hours in quiet contemplation may be more excruciating than self-revealing. So, instead of picking out mindfulness practice from "out there" and applying it to your life, find out what makes you feel you're in alignment with your inner self. Some examples are: dancing, athletics, music, a good book, exercise, or just a restful walk by yourself.
- **Dare to dig deeper.** Besides making time to connect with your inner essence through a mindfulness practice, examine how you relate to your daily experiences. Most of us are in a never-ending cycle of reacting to life events. For example, if someone cuts you off in traffic you may feel angry and curse or a do hand gesture at the other driver. Sometimes, without knowing, you let the situation fester, to the point where you find yourself yelling at your spouse or kids, unaware you're still reacting to something that happened in traffic hours ago. In fact, it doesn't matter how many times you yell at the other driver or family. Until you find the true source of your anger, you won't be able to resolve it. What is the anger that you felt at a stranger's choice to cut you off in traffic really about?
- **Cultivate self-compassion.** In your journey to improve your personal growth, you will stumble. You may even fall. That's how we, as humans, evolve. Yet, some of us would like to function like well programmed machines. Don't fall prey to that self-defeating idea. On the contrary, practice opening your heart to your own self. As you build your relationship with your inner self, learn to care for it as you would a loved one. If you feel hurt or disappointed, don't abandon yourself. Use your mindfulness practice time to work through those emotions. Personal growth is about making a diligent effort to get to know your true inner self and to embrace it without judgment.

References from Lifetime of Discover (Personal Growth is an ongoing process that lasts a lifetime)

Authors: Emma Watkins, Matt Townsend.



## CYPRUS HIGH OFFICE STAFF

**Debbie Martin** - Attendance Secretary



I have been at Cyprus for 15 years. I graduated from Cyprus as well as my children. We love Cyprus!

**Carolyn Simons** - Bookkeeper



I love the outdoors, especially when spent with my family. I love to quilt and look forward to doing it more. I love the staff and faculty at Cyprus High, they are the best!

**Marilyn Strong** - Registrar



I have worked at Cyprus High for 19 years. I enjoy working here and it has been fun to be here while my four children attended Cyprus. I am a wife, mother and grandmother of 9 and by August it will be 11, which is such a joy in my life.

**Susan White** - General Office Secretary



I worked at Brockbank Jr. for 12 years before moving to Cyprus High and have been here for 14 years. I work with some great people! I love the students and enjoy their fun personalities. I graduated from Cyprus and love the Magna community. There is a great legacy here. I have 4 children and 15 grandchildren and love spending time with them. I love to read and have several hobbies but never seem to have enough time to do any of them.

**Georgia Vallejos** - Principal Secretary



I am originally from Indiana. I am interested in history, especially family history and visiting historical sites. I like traveling, antique hunting, cooking and creating picture books. My hobby is home canning, everything from jams and jellies to homemade sauerkraut. I like cats - not so much dogs. Cats rule, dogs drool.

**Jolene Nelson** - Career Center Secretary



I enjoy spending time with my grandkids and crafting.



We would love to have you become a part of our team. Join GAEOP! \$15.00/yr. Contact Kari Parry, Membership Chair at: [kmparry@graniteschools.org](mailto:kmparry@graniteschools.org), or you can fill out the form below and send it to Kari Parry, Taylorsville High:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Birthday: Month \_\_\_\_\_ Day \_\_\_\_\_

Employee ID # or SS#: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Payroll Deduct: \_\_\_\_\_  
(Make check payable to GAEOP)

Signature: \_\_\_\_\_

### MONTHLY HAPPENINGS

*Submitted by Teresa Himmelberger: GAEOP President Elect*

#### Donate Life Month- Organ and Tissue Donation

*121,776 people are waiting for an organ  
18 people will die each day waiting for an organ  
1 organ donor can save up to 8 lives*



Join us on Facebook



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



Next Article  
Deadline:

April  
25<sup>th</sup>

"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 editors via email:

[tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org)

or

[ctlynch@graniteschools.org](mailto:ctlynch@graniteschools.org)

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 25<sup>th</sup> of each month.

GAEOP is affiliated with:

**UAEOP**

Utah Association of  
Educational Office Professionals

**NAEOP**

National Association of  
Educational Office Professionals

**GO TEAM**  
**Together**  
**Everyone**  
**Achieves**  
**More**



GRANITE SCHOOL DISTRICT  
2500 S. State Street  
Salt Lake City, UT 84115

## 2013-2014 GAEOP Board & Assignments

### **President, Vickie Burrow**

Eastwood Elementary

385-646-4816

[vlburrow@graniteschools.org](mailto:vlburrow@graniteschools.org)

### **President Elect, Teresa Himmelberger**

Payroll Office

385-646-4311

[tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org)

### **Vice President, Vacant**

### **Secretary, Jan Richardson**

Truman Elementary

385-646-5044

[jerichardson@graniteschools.org](mailto:jerichardson@graniteschools.org)

### **Treasurer, Kathryn Roos**

Granite Technical Institute

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### **Historian, Colleen Lynch**

Benefits Office

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### **Membership, Kari Parry**

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[kmparry@graniteschools.org](mailto:kmparry@graniteschools.org)

### **PSP/GCOP, Gay Lynn Osness**

Bennion Jr. High

385-646-5114

[glosness@graniteschools.org](mailto:glosness@graniteschools.org)

### **Elementary Board Member – East**

**Leanne Helbling**

Crestview Elementary

385-646-4804

[ldhelbling@graniteschools.org](mailto:ldhelbling@graniteschools.org)

### **Elementary Board Member – West**

**Stefanie Meier**

Plymouth Elementary

[sxmeier@graniteschools.org](mailto:sxmeier@graniteschools.org)

### **Junior High Board Member**

**Cristine Brimley**

Churchill Jr. High

385-646-5144

[cbrimley@graniteschools.org](mailto:cbrimley@graniteschools.org)

### **Senior High Board Member**

**Betty Kresser**

Cottonwood High

385-646-5264

[bpkresser@graniteschools.org](mailto:bpkresser@graniteschools.org)

### **Administrative Board Member**

**Elaine Wright**

School Accountability Services

385-646-4535

[ewright@graniteschools.org](mailto:ewright@graniteschools.org)

### **Executive Board Member**

**Merilynn Boekweg**

Business Administration

385-646-4594

[msboekweg@graniteschools.org](mailto:msboekweg@graniteschools.org)

### **Part Time Board Member**

**Marie Orton**

Curriculum & Instruction

385-646-6042

[morton@graniteschools.org](mailto:morton@graniteschools.org)

## 2013-2014 Advisory Committee

Donnette McNeill-Waters – Director, Human Resources

Verneita Hunt – Assoc. Director, Human Resources

Jane Lindsay – Director, School Accountability Services

Vickie Burrow – Eastwood Elementary

Teresa Himmelberger – Payroll Office

Danielle Kitchen – School Accountability Services

Kari Parry – Taylorsville High

Gaylynn Osness – Bennion Jr.

The advisory committee meets the 2<sup>nd</sup> Thursday of each month to discuss issues concerning the Granite School District office professionals.