

THE LINK

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

January 2022

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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JANUARY

GAEOP President's Message



Happy New Year! I hope you found some time to relax and rejuvenate during your time off, and you were able to spend meaningful time with people who are important to you.

Now that the holidays are over and the decorations are stored away, it's time to jump into the new year. It's a time of new beginnings. It's a chance to review where we are and make decisions about what comes next.

Do you make resolutions or set goals for a new year? Do you create a long list of things you would like to accomplish? Or do you prefer to concentrate on a few goals? Perhaps you choose a single word as the focus of your year. Do you share your goals with those around you or do you keep them private? Do you prefer to skip new year's resolutions completely?

Whatever approach you take to a new year, I hope you make time to remember and acknowledge some of your successes from 2021. What personal and professional challenges did you encounter? How have you confronted those challenges? What have you learned? What are you proud of? Recognize and celebrate these successes. Better yet – write them down! Your individual efforts toward excellence continue to make a difference in your school or department.

No matter which school or department we work with, we all have opportunities to provide customer service. Our "customers" include students, parents, colleagues, supervisors, and others. It is helpful to periodically evaluate our

customer service skills to identify what we're doing well and how we can improve. Here are some things to consider:

- Do I greet or acknowledge people immediately when they enter my office?
- Is my manner and demeanor welcoming? Do I smile often?
- Do I act and speak professionally?
- Do I respond with respect and patience when someone is frustrated or angry?
- Do I respond with respect and patience, even when I feel frustrated or stressed?
- Do I follow through on my commitments in a timely manner?

I encourage you to identify one thing you can do this month to hone your customer service skills.

Thank you for your generous response to GAEOP's call for donations for Granite Education Foundation. I was touched when I learned of secretaries getting together on their lunch break to assemble student snack kits. Whenever I received an email or phone call about the project I felt another wave of gratitude for you, the office professionals of Granite School District. Student needs are staggering, and I am pleased to support Granite Education Foundation in their ongoing efforts to help.

*Julianne Hamblin, CEO
GAEOP President*

HAPPY ★ NEW ★ YEAR



Office Professionals Spotlight

Submitted by Jessica Inman, "The LINK" Editor

Sharmaine Palama- Taylorsville Elementary



Sharmaine worked as a CNA in assisted living facilities while living in Hawaii and switched career paths to education after moving to Utah in 2018. She worked as the BHA at Taylorsville Elementary for two years and when the opportunity came, she moved to the Principal's Secretary position. She has been married for 11 years to her husband, Errol, and together

they have three boys ages 13, 11, and 9. They just added a new member to their family, a Bluetick Hound, Birdie.

In her spare time she enjoys watching an early morning sunrise, taking a drive in the mountains, fishing, listening to country music, barbequing, and watching the Steelers play.



Welcome Office Professionals

New

Mae Roan
Hunter Jr. Counseling Secretary

Jodi Trujillo Counseling Secretary
Granite Park Jr.

Do you know someone who has started a new position in the district, or has transferred? Send information to Gayna Breeze at gbreeze@graniteschools.org



PSP/GCOP Recipients

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

New

Jennifer Lamping Human Resources
Bachelor's Degree

Recertification

Carol Seastrand Skyline High
Advanced III/GCOP

If you are looking to improve your skills and would like to receive a stipend, check out the criteria by visiting <http://gaeop.weebly.com/pspgcop.html>.



January Awareness Month

Submitted by Jessica Inman, "The LINK" Editor



On December 31, 1969, President Richard Nixon signed a proclamation dedicating January as National Blood Donor Month. (NBDM). It was meant to honor those voluntary blood donors and to bring awareness to and encourage more to donate blood during a time when more blood is needed. Statistically, the month of January is typically a period of time where there are critical blood shortages. Blood donations start to slow down during the holiday season and during cold and flu season. Now, with COVID very much prominent in our lives, the need for donations is in high demand all year long. The American Red Cross and Blood Banks of America encourage all that are capable of donating to do so. Millions of people's lives rely on them.

Below are some statistics from the [American Red Cross](#) to help understand the dire need for blood donations.

- Blood is needed every two seconds in the US to help those battling illness or injury.
- As COVID-19 cases have risen across the US, so has the need for convalescent plasma. We are currently facing a potential shortage of this life saving product.
- Approximately 29,000 units of red blood cells are needed every day in the US.
- Less than 38 percent of the US population is eligible to give blood or platelets.
- The blood type most often requested by hospitals is type O, also known as the universal blood type.
- One donation has the potential to save up to three lives.
- More than 1.8 million people were diagnosed with cancer in 2020, many of them in need of blood daily.
- A single car accident victim can require as many as 100 units of blood.
- Red blood cells must be used within 42 days or less.

For more information on blood donation or how you can donate, please visit www.redcrossblood.org, Aabb.org, Nationaldaycalendar.com

Tried & True Recipe

Submitted by Ty Whiting, Elk Run Elementary

Lemon Bars

(Grandma Joann Simons' Recipe)

Ingredients:

- Crust:**
- 1 cup butter, softened
 - dash of salt
 - 1/2 cup powdered sugar
 - 2 cups flour
 - zest of 1 lemon

Filling:

- 4 eggs
- 2 cups sugar
- 1/4 cup flour
- 6 tbsp fresh lemon juice



Directions:

1. Preheat oven to 350 degrees.
2. Crust – Combine all crust ingredients in food processor, pulse until the texture of coarse sand. Press mixture into a prepared (baking spray) 9x13 pan. Bake on middle rack for 12-15 minutes, until just starting to brown.
3. Filling– While the crust is baking, combine flour and sugar. Mix in beaten eggs and lemon juice. Pour over slightly cooled crust (so you don't scramble your eggs) then put the pan back in the oven for another 20-25 minutes until filling is just set. There should be a slight wobble, but nothing fluid.
4. Dust with powdered sugar once completely cool, cut into squares and serve.



GAEOP Service Project

Submitted by Teresa Himmelberger, GAEOP Immediate Past President

GAEOP participated in a service project food drive for the Granite Education Foundation. Thank you to those who provided the generous donations. We were able to collect over 600 snack packs and a variety of foods for distribution to families in need! We love you! If you would like to continue to help those in need, a form has been provided below.



GRANITE GIVES

It doesn't take a large donation to make a BIG impact!

Your donation to Granite Education Foundation is bundled with other donations to provide significant funds to help student and educators in the Granite School District.

I would like to donate:

- \$5 per pay period \$10 per pay period
- \$20 per pay period \$_____ per pay period
- I currently support the Employee Giving Program. Please continue/increase my contribution of \$_____ per pay period.
- I would like to make a one-time donation of \$_____.

Name: _____
 Employee ID #: _____
 School/Department: _____
 Phone #: _____

I hereby authorize my employer to withhold the above designated pledge from my paycheck and remit this amount to Granite Education Foundation

Signature: _____ Date: _____

GRANITE EDUCATION FOUNDATION



- Please sign me up for Granite Education Foundation's monthly newsletter

Personal Email: _____

- I would like information on planned giving.

Questions? Contact Granite Education Foundation at 385-646-KIDS, or go to granitekids.org. Granite Education Foundation is a 501(c)(3) organization. Your donation is tax deductible as allowed by law. No portion of any contribution is retained by professional solicitors; 100% of your donation is received by the organization. If at any time you wish to cancel your donation, please notify the Granite School District payroll department.

Granite Education Foundation
2500 South State Street, D-108 · Salt Lake City, UT 84115
385-646-KIDS [5437] · granitekids.org

Did you Know?

Submitted by Jessica Inman, "The LINK" Editor

Information Systems

Our goal in Information Systems is to get as many parents to sign up for a parent portal account so parents can have access to district resources right at their fingertips.

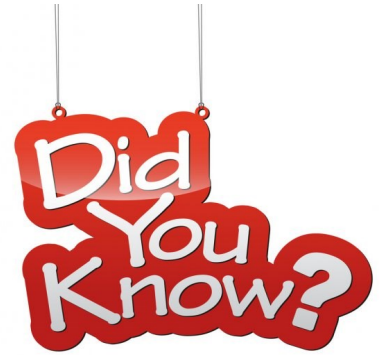
With technology growing faster than most can adapt, we have impressively increased the number of our parent portal accounts. Yes, it was probably COVID, but if we can start somewhere, we will take it!

Below is the past four years' (including current) of the growth of accounts created.

Parent Portal Accounts created:

- SY2022 (So Far): 4,553
- SY2021: 12,322
- SY2020: 5,611
- SY2019: 3,161

Did you know parents with accounts will receive weekly grades and attendance emails every Friday for each of their students? Last Friday there were 49,889 emails sent!



Out of 65,670 current legal guardians, 45,955 have an email address in the system and 33,673 have a portal account. That is 51% of current legal guardians, in Granite School District, that currently have an account!

To help encourage our parents to sign up for an account, you can identify which parents do not have an account, by running the GSD Portal Account Status Report, in Discovery. You can then export your list and send a message to the parents by phone, text or email, in Blackboard.

Reasons parents would want a portal account is:

- Update phone and email for contacts for students
- Ability to track student progress in the Gradebook/Canvas
- View student documents such as, report cards, test scores, progress toward graduation
- Pay school lunch
- Register online for school (if school is participating)
- Sign up for parent teacher conferences (if school is participating)

For Parent Portal Resources, have parents go to the district site and under Students & Families click Parent Portal Resources or simply go to

<https://www.graniteschools.org/infosystems/parent-portal-resources/>

Going the Extra Mile “GEM” Award

Submitted by Kelly Franz, “Going the Extra Mile” Co-Chairman

Congratulations - JaNan Himmer

Department Secretary - Human Resources



JaNan, (Nanners) is the first to greet our many visitors that come into HR. As a newbie to Human Resources, (HR) she is always checking in on me to see how I am liking things and to see if there is anything she can do to help me out and encouraging me with her positive attitude. She is always willing to jump in wherever she is needed. She really is the shining star of our HR department, and we are all so lucky to work with her.

Even on rough days, Nanners is able to bring joy by always greeting everyone with a smile and a compliment. She is very quick to help our office with last minute tasks and duties and is always efficient and positive.

Her holiday decorations and candy jar provide a fun welcome to everyone who comes into the HR department. Many people comment and smile when they see it. Since Nanners has worked in the district in other positions for so many years, hardly a day goes by without someone walking in to say Hi because they have had such fond memories of their interactions with her.

Nanners is an expert at alleviating stress for people around her. A new employee brought her baby when she came for her fingerprinting appointment. The baby didn't like being positioned a few feet away while we did fingerprints and started to fuss. Nanners stepped in with toys and treats and held the baby on her lap until the mother was finished with the new hire onboarding process. She said, "I'm a grandma. I know how to do this."

We want employees to feel that we value them as part of Granite School District, and experiences such as this go a long way in accomplishing this goal. We're glad that she has joined us in HR! She contributes to maintain a fun work environment. We love her!

Nominated by: *Linda Horton, Ann Gordon, Roberto Lopez, Leesa Rij, and Jaqueline Carrillo-Valle (not pictured).*



Mama Claus, aka Nanners (center)

GAEOP Scholarships

Submitted by Celeste Bauer, GAEOP Jr. High Representative

THE “PURSUING EXCELLENCE”
STUDENT SCHOLARSHIP 2022

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. Applicants must be enrolled as a Senior in High School to apply.
The scholarship is

“PURSUING EXCELLENCE”
Valued at \$750.00

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

Deadline
Friday January 14, 2022

Sponsored by GAEOP - Granite Association of Educational Office Professionals
Questions: Contact Carol Seastrand or Celeste Bauer, GAEOP Scholarship Chairmen
cseastrand@graniteschools.org or cbauer@graniteschools.org

Kudos Corner

Submitted by Kelly Franz, “Going the Extra Mile” Co-Chairman

Office professionals are dedicated and hardworking in every position throughout the district. We appreciate all your dedication and wish to award you by nominations that teachers, co-workers, parents, etc. have shared with GAEOP in regards to you going above and beyond your specific job. Congratulations on your nomination!

January Nominees:

Melodee Bennett	Granite Peaks Adult Ed
Dawnette Dial	Granite Park Jr.
Brandi Elegante	Farnsworth Elementary
Emily Haymond	Preschool Services
Robert Lopez	Human Resources
Kim Lovato	Skyline High
Karen Manning	Skyline High
Jeri Maples	Kearns High
Sophia Mendoza	Academy Park Elementary
Darla Tolman	Prevention & Student Placement

To nominate a deserving office professional for the GEM award, follow this link here: [GEM Award nomination](#)

KUDOS

Benefits of GAEOP Membership

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! For an annual fee of \$15.00, contract employees will have an auto deduct each renewal year. Hourly employees will need to provide a check or cash each year.

To sign up, renew, or ask a question - email Brooke Obray, Membership Chairman, at baobray@graniteschools.org.

Yes! Please sign me up to be a member of GAEOP for the 2021-22 school year. My method of payment is...

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

___ Check enclosed # ___ Cash _____

My birthday (month and day) _____ Employee # _____ (for payroll deduction)

Name _____

Location _____

New Member _____ or Renew _____

You may interoffice the tear-away section to Brooke Obray at District Office School Boundaries or Julianne Hamblin at Fox Hills Elementary, with a check or cash included.

Dates & Deadlines

January 1, 2022	Happy New Year
January 3, 2022	School reconvenes
January 14, 2022	Student Recess Day
January 17, 2022	District closed
July 17-20, 2022	NAEOP Annual Conference Salt Lake City, Utah



Our Ripples

Submitted by Kelly Franz, GAEOP Elementary East



GAEOP Member Birthdays

Submitted by Brooke Obray, GAEOP Membership Chairman

January

1

Lesa Campbell
Warehouse

3

Dora Ramirez
Western Hills Elementary

4

Mindy Scherzinger
Gear Up District Office

7

Teresa Evans
Cottonwood High

Tanya Sargent
Driggs Elementary

9

Darla Tolman
Prevention & Student Placement

17

Kim Nickerson
Rolling Meadows Elementary

17

Kelly Hazel
Skyline High

19

Diane Gilmore
Fox Hills Elementary

Shauna Ross
Special Education

20

Ashley Beesley
Teacher Onboarding

Shawna Cluff
Churchill Jr. High

Donna Leppink
Fremont Elementary

23

Natalie Yates
Bonneville Jr. High

25

Kelly Oveson
Bates Foods



Happy Birthday!

**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:

**Jessica Inman
Editor**

Pleasant Green Elementary
jminman@graniteschools.org

**Teresa Himmelberger, CEOE
Editor Advisor**

Payroll Office
thimmelberger@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



“You Make a World of Difference”



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

Visit Our Website

www.gaeop.weebly.com

Granite School District
2500 South State Street
Salt Lake City, Utah

2021-2022 GAEOP Board Members

President

Julianne Hamblin, CEOE

Fox Hills Elementary

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jihamblin@graniteschools.org

Vice President

Gayna Breeze, CEOE

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Immediate Past President

Teresa Himmelberger, CEOE

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2021-2022 Advisory Committee

Don Adams, Assistant Superintendent, Support Services

Patrick Flanagan, Director, Human Resources

Wyatt Bentley, Associate Director, Human Resources

Garett Muse, Secondary Director, School Leadership & Improvement

Natalie Hansen, Elementary Director, School Leadership & Improvement

Julianne Hamblin, CEOE, GAEOP President

Gayna Breeze, CEOE, GAEOP Vice President

Teresa Himmelberger, CEOE, GAEOP Immediate Past President

Kathie Woodruff, GAEOP Secretary

Carol Berlin, GAEOP Executive Representative

Kelly Franz, GAEOP Elementary Representative

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