

THE LINK

October 2021

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

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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GAEOP President's Message



As I feel the season starting to turn from summer to autumn, I find myself contemplating the many ways change comes to our lives. We see change and growth happen for the students we serve as they progress from grade to grade, grow taller, and mature emotionally. At times we can anticipate and prepare for changes in our own lives, such as when we start a new job, move to a new town, go back to college, or welcome a new baby to our family. Other times, circumstances alter dramatically with no warning, leaving us reeling from unexpected events. Natural disasters, illness, accidents, or the death of a loved one rarely give us notice.

After a recent accident, I have been reminded that we can find tender mercies every day, even when we are stressed out or suffering. Georgette Council, a NAEOP member from South Carolina, says it this way, "The thorn bush has roses." Jen Croneberger, one of the presenters at the 2021 NAEOP Annual Conference said, "Bad moments don't equal bad days." In other words, don't let bad moments, which we all experience, ruin our entire day.

Times of change give us new opportunities to re-evaluate priorities and develop resilience. Resilience is the ability to recover from or adjust to misfortune or change. I was delighted to hear part of a social emotional learning (SEL) lesson given to kindergartners. The teacher asked the children to repeat aloud phrases such as, "I can try again" and "I can do hard things." I couldn't help but smile as I listened to small voices firmly repeating these affirmations and I wanted to cheer for their success.

In my time as a GAEOP member, I have met so many office professionals who demonstrate resilience and professionalism while embracing the challenges of their jobs. Your positive attitudes and excellent execution of your responsibilities does not happen by chance. They come as a result of deliberate decisions to provide outstanding customer service and from diligent attention to following district policies and sharpening your professional skills. Thank

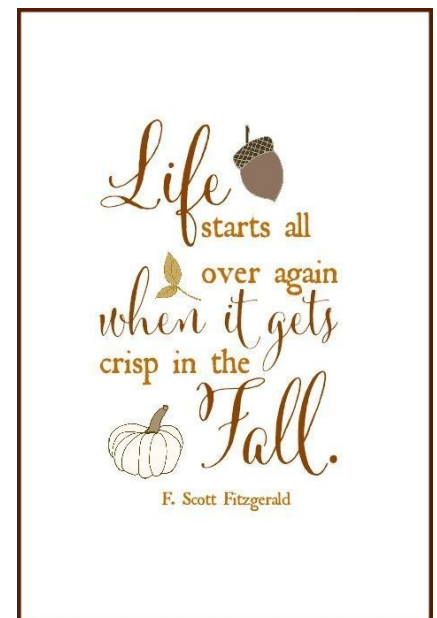
you for demonstrating that you can do hard things, and for trying again when things don't go "just right."

The Mentoring Program pairs new Granite District secretaries with a veteran secretary, who works in a similar position, for their first 6-12 months. Mentors are assigned by Human Resources and work closely with new secretaries to answer questions and provide resources to help them succeed. We currently have 28 new secretaries participating in the Mentoring Program. We are excited to welcome each of you to Granite!

Granite Education Foundation supports the well-being of students experiencing food insecurity and numerous other needs. Their efforts are made possible through donations large and small. The GAEOP Executive Board recently voted to support the mission of GEF by contributing \$100 to support educational needs of our students.

Thank you for all you do to make a difference!

*Julianne Hamblin, CEOE
GAEOP President*





New GAEOP Board Members Spotlight

Submitted by Jessica Inman, GAEOP Newsletter Editor

Brooke McMaster- Twin Peaks Elementary



Brooke began her career in Granite School District four years ago as a substitute teacher. After two years she began working as a substitute Elementary Principal Secretary. She met her current principal while in that position and started her career as the Principal Secretary at Twin Peaks this year. Brooke has five

children between the ages of 11 and 23 and is expecting her first grandchild soon. She and her husband raised their kids primarily in St. Paul, Minnesota, but moved to Salt Lake five years ago. In her spare time she enjoys yoga, reading, watching documentaries, and hiking.

Mary Fasig- Granger Elementary



Mary spent 20 years as a Youth Minister and a couple of years in a high school as a registrar, Campus Life Director, and teacher prior to coming to Granite School District. During the pandemic she was sent to work from home and after a year and a half of working from a spare room, she needed a change. She feels fortunate to

have been hired at Granger Elementary. She loves being part of the community and working with the kids. Mary lives with her dog, Minka, and cat Henry. She grew up in Roy with her mom and five siblings. She enjoys family gatherings, crafts, and college football!

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

New

Heather Birrell Counseling Center Secretary
Olympus Jr. High

Kaylene Hughes Counseling Center Secretary
Eisenhower Jr. High

Lola Dunn Bookkeeper
Kearns Jr. High

Transfers

Lezlie Anderson Principal Secretary
Jackling Elementary *from Taylorsville Elementary*

Michelle Clark Administrative Secretary
Special Services *from Accounting*

Cassie Daley Bookkeeper
Granger High *from Hillside Elementary*



Transfers continued

Elisa Jenkins Executive Secretary
Asst Superintendent *from Elem School Leadership*
Office School Leadership

Leesa Rij Admin Sub Secretary
Human Resources *from Moss Elementary*

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



October Awareness Month

Submitted by Jessica Inman, "The LINK" Editor



October is Breast Cancer Awareness Month and a month many wear pink as a reminder that this disease is out there and of the preventative measures we all should take to ensure early detection. I have included some important facts about breast cancer and preventative tips to best protect yourself.

Fact #1- One in eight U.S. women and 1 in 1,000 U.S. men will develop invasive breast cancer over the course of their lifetime.

Fact #2 - Each year 232,670 new cases of breast cancer will be diagnosed in women alone.

Fact #3 - Breast Cancer accounts for about 30% of all cancers found in women.

Fact #4- Approximately 85% of diagnoses occur in women with no family history of breast cancer.

Fact #5 - Mortality rates related to breast cancer have been steadily declining as a result of early detection and improved medical treatment.

Preventative tip #1- Self-examinations should be done monthly, and the best time to do them is about 10 days after the onset of your menstrual cycle.

Preventative tip #2 - Find a doctor you are comfortable with to do annual breast examinations. Only a doctor can provide an order for sonograms or diagnostic mammograms.

Preventative tip #3 - Get your yearly mammogram. All women over the age of 40 (or mid-thirties if breast cancer runs in the family) and patients with a breast abnormality should receive a mammogram annually.

For more information on Breast Cancer Awareness Month visit <https://nationaldaycalendar.com/breast-cancer-awareness-month-october/>

For more information on breast health, cancer, and treatment visit <https://healthcare.utah.edu/huntsmancancerinstitute/breast-cancer/>

Tried & True Recipe

Submitted by Jessica Inman, "The LINK" Editor

Creamy Potato Bacon Soup

Ingredients:

- 8 slices bacon, chopped
- 1/2 onion diced
- 2 cloves garlic, minced
- 2 ribs celery, diced
- 4 cups chicken broth
- 4-5 baking potatoes, peeled and diced
- 1/4 tsp. dried thyme
- 1-2 cups heavy cream
- 1-2 Tbsp. cornstarch
- Salt and pepper, to taste
- Shredded cheese and green onion, for garnish
- 1/2 8 oz. block Velveeta cheese, cubed *(Optional)*



Directions:

1. Cook bacon in large saucepan over medium heat until crisp. Remove and set aside.
2. Add onion, garlic, and celery to bacon fat and cook 3-4 minutes or until onion is soft.
3. Stir in chicken broth, potatoes, and thyme. Bring to a boil, reduce heat to a simmer and cook covered for 10 minutes or until potatoes are tender. Stir in cream and simmer 5 minutes.
4. Combine cornstarch and 1-2 Tbsp. of water to create a slurry. Whisk into the simmering soup and simmer 1 minute to thicken. Stir in half of the bacon and season with salt and pepper to taste.
5. *Optional*, Add Velveeta cheese and stir until melted for an added cheese flavor.
6. Spoon into bowls, top with shredded cheese, remaining bacon, and green onions.

Serve and enjoy!

<https://www.spendwithpennies.com/creamy-potato-bacon-soup/>

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Did you Know?

Submitted by Jessica Inman, "The LINK" Editor

Transportation

Here Comes the Bus- Here Comes The Bus (HCTB) is an easy-to-use website and app that enables parents to see the location of their child's school bus on a smartphone, tablet, or personal computer. This new feature was rolled out at the beginning of the 2021-2022 school year. With GPS trackers installed on our buses, HCTB translates that information into an easy-to-follow program and customizable map that works with many devices. It allows parents to see where the bus is and how close it is to their stop. If parents have questions or issues with HCTB, they can reach out to Daniel Gibson ext:1024 or Marcus Kaller ext:7171, or they can use the support option directly in the app. You can access the HCTB flyer [HERE](#) or under "Transportation" on the Granite School District website.

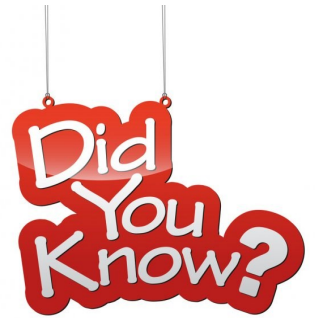
Tripfinder- Tripfinder is our field trip scheduling platform that was rolled out just before COVID hit in 2020. It can be accessed through your portal with the Order a Bus tile, or by going to the website: tripfinder.transfinder.com. If you are new to the system and haven't booked a trip yet, you will need to contact Daniel Gibson at dr gibson@graniteschools.org or extension 1024. You can view the complete Tripfinder Manual [HERE](#) or under transportation on the district Intranet.

Helpful Cost Information:

Trips are \$45 an hour, plus an hour for before/after school hours and weekend trips.

Late fees are based on administrator approval date and will be assessed on trips approved less than ten days from the trip date.

Late fees are as follows: 9-7 days \$20, 6-4 days \$30, 3-1 days \$40.



Professional Development Opportunities

Submitted by Marilee Evans, GAEOP Professional Development Chairman

Adobe Spark

We are beginning our professional development series with Adobe Spark. We got a look at it this summer, now we get to do it hands-on. Please make sure you have gone in and poked around a bit so you are somewhat familiar. This will make learning that much easier. We will be doing a morning and afternoon class. Watch for registration information to come out first part of November.

Cherie Anderson - Hands-On Adobe Spark

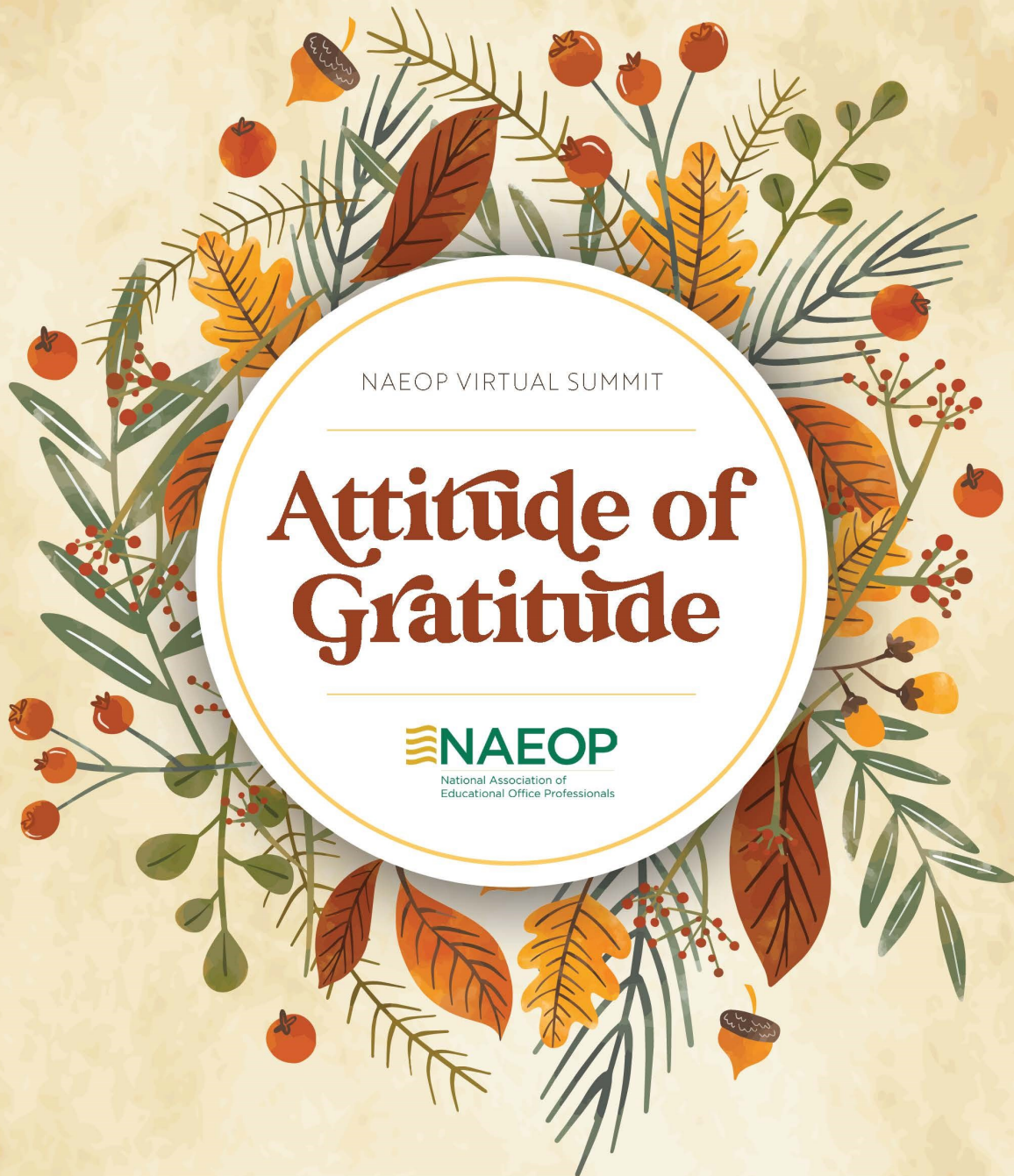
Monday, November 24, 2021

8:00 - 10:00 am

1:00 - 3:00 pm

Please go the following link: <https://forms.gle/hFMby4SNfgKAKyzK9> and let us know what type of training would be beneficial in your current position.





NAEOP VIRTUAL SUMMIT

Attitude of Gratitude

 **NAEOP**
National Association of
Educational Office Professionals

November 17, 2021

12:00-3:30 pm EDT (with 1/2 hr break)

3 Hours of In-Service

Registration is \$50 - Members will receive a \$25 discount

“The Power of Gratitude”

Annarose Ingarra-Milch, author of “Lunch with Lucille” - 12:00-1:30 pm EDT

Thanksgiving is just a few days away. If you could do one thing, just one thing, to make your life less stressful and more joyous, would you do it? If so, then this workshop is for you. “The Power of Gratitude” will walk you through what it means to live a life of gratitude, why it is important to your health (and everyone around you for that matter) to live a life of gratitude, and how to make gratitude the center of your well-being.

Let’s make the meaning of this Thanksgiving Day last a lifetime!



Annarose Ingarra-Milch is the award-winning author of the novel “Lunch with Lucille,” an inspiring story of how a four-diamond brooch led a woman to discover she is her best asset – at any age. Annarose is also a nationally recognized motivational speaker, and the President/CEO of ROI Training & Consulting, LLC.

Her engaging personality has landed her on television and radio talk shows, as well as in numerous newspapers and magazines. Annarose’s web-series, now on YouTube, “The People Chronicles – Storied Women,” showcases local women who bravely share stories of how they shifted an adversity into a self-empowering advantage.

A living model of self-empowerment, Annarose was crowned Ms. Pennsylvania Senior America 2016. She also offered a TEDx talk, “Age is an Asset”, available on YouTube. Annarose is a 2017 ATHENA award recipient, and a 2016 Sally Lee Lifetime Achievement Award recipient from YWCA Tri-County Area.

“Lunch with Lucille” is available on Amazon & Barnes & Noble online.

“How to Stay Motivated During Challenging Times”

Denise Ryan - 2:00-3:30 pm EDT

In this fast-paced, tip packed session, you’ll get ideas to keep your spirits up and your thoughts focused. Some of the things we’ll cover:

- For those of you who might have an inner control freak – you’ll get tips for calming him/her down in uncontrollable times
- Three tips for boosting your immune system and your productivity
- Lessons learned and ideas for moving forward

And you’ll get a great boost of energy and enthusiasm!



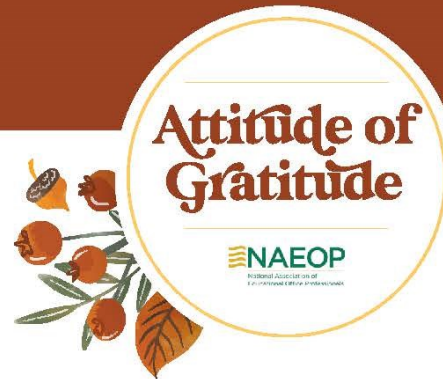
Denise Ryan helps light the fires of enthusiasm so people can do great things. She is an author, an MBA and a CSP (Certified Speaking Professional), a designation of excellence held by less than 10% of professional speakers, and she is a Certified Virtual Presenter. She has spoken for Educational Office Professionals across the US as well as Hilton Hotels, Blue Cross Blue Shield, and the US Department of Homeland Security. During the pandemic, she became a certified health coach and wrote a book, “Pink Prep – A Woman’s Best Guide to Planning for the Worst.”

Audiences love her energy, her enthusiasm, and her humor. One of her favorite audience member reviews:

“I have been going to conferences for over 25 years and have heard and seen some great speakers and presenters. I have to say; you were one of the best. Your presentation was excellent, it was motivating, uplifting and downright entertaining and let me not forget funny as all get out.”

NAEOP Virtual Summit

Registration Form



Join us for the "Attitude of Gratitude" teaser session on November 17, 2021, consisting of 3 hours of in-services, offered in two-1.5 hour sessions. National speakers Annarose Ingarra-Milch and Denise Ryan will present the sessions.

Registration fee for the November summit is \$50.00. NAEOP members receive a 50% discount for a total cost of \$25.00. The sessions will be recorded and extended to registered participants for up to 30 days after the session, if unable to participate in the live sessions.

Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: (_____) _____ - _____ **Email:** _____

- \$25.00 Member Registration
- \$50.00 Non-Member Registration

PAYMENT METHOD:

Check AMEX MasterCard VISA Discover

Cardholder's Name: _____

Card Number: _____

Security Code: _____ Exp. Date: ____ / ____ Zip: _____

\$5 convenience fee applies for all credit and debit cards.



National Association of
Educational Office Professionals

**Questions? Contact NAEOP
at staff@naeop.org for more
information.**

Going the Extra Mile “GEM” Award

Submitted by Kelly Franz, CEOE, GAEOP Vice President

Congratulations - Janene Fordham Administrative Secretary - Accounting Office



“Janene is always friendly, happy and willing to help anyone looking for help. She is on the phone all the time talking down upset secretaries and helping them through their problems with the computer, journal entries, or anything else they need, even if it's just a friendly chat or advice. I have heard her helping secretaries who are exhausted and overworked and she encourages them to breathe and relax. She always leaves a call with a the person on the other side laughing and feeling better. She has helped me through some very difficult times in the office with some simple, but very thoughtful and meaningful gestures and gifts. She is a true asset to the district!”

Nominated by Rebecca Johnson, Accounting Office



Pictured left to right: Sandra Brunson, Michelle Foster, Rebecca Johnson, Mitch Robison, Liz Garza, Brian Ipson, Heidi Brooks-Hanson, Janene Fordham, Charlotte Bacon, Lindsay Koehler, Chris Lewis.



Benefits Open Enrollment Fair

Submitted by Teresa Himmelberger, CEOE, “The LINK” Advisor



OPEN ENROLLMENT

October 4-19

IMPORTANT INFORMATION

\$50 Late Fee will be charged to employees who fail to wave or complete their 2022 elections during Open Enrollment. Open Enrollment will end October 19, 5:00pm (MST).

EVERY contract employee is **REQUIRED** to waive or re-enroll their insurance elections during the mandatory on-line open enrollment period (Oct.4-19, 2021) to continue insurance benefits for the 2022 plan year.

Benefit Fairs

GEC – Auditorium A - 10/6/21
4-6pm, 2500 S. State Street

GEC – Auditorium A - 10/12/21
4-6pm, 2500 S. State Street

GEC – Auditorium A - 10/14/21
4-6pm, 2500 S. State Street

ROAD TO BENEFIT FAIRS

Services Available

- > Online enrollment support – Computer Lab
- > Enrollment questions answered
- > Free Flu shot for employees -Auditorium C

**Mandatory Online
Enrollment**



Kudos Corner

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

The following office professionals were nominated for the “Going the Extra Mile” award this month. We have so many dedicated and hard working people in our district. Thank you for the many ways you go the extra mile every day. Congratulations on your nomination! Keep up the great work.

October Nominees:

- | | |
|---------------------|---------------------|
| Gwen Coulson | Curriculum |
| Lynn Graff | Whittier Elementary |
| Teresa Himmelberger | Payroll Office |
| Donna Leppink | Fremont Elementary |
| Samantha Simister | Gourley Elementary |
| Jessica Watkins | Granger High |



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

October 1, 2021	Comp Day/Student Recess
October 11, 2021	Columbus Day
October 15, 2021	GEM Nominations Due
October 16, 2021	Bosses Day
October 21-22, 2021	Fall Recess
October 25, 2021	End of Term Student Recess
October 31, 2021	Halloween
November 17, 2021	NAEOP Virtual Summit
November 24, 2021	Adobe Spark training
July 17-20, 2022	NAEOP Annual Conference Salt Lake City, Utah

Our Ripples

Submitted by Bonnie Seastrand, GAEOP Elementary Rep



GAEOP Member Birthdays

Submitted by Brooke Obray, GAEOP Membership Chairman

October

3

Dorothy Ann Astin
Prevention and Student Placement

Brenda Harris
Redwood Elementary

5

Carol Berlin
Teaching and Learning

Judy Godoy
Kennedy Jr.

6

Ann Jones
YESS

7

Jacki Brunson
Preschool Services

Sharon Clark
Bennion Jr.

8

Tamara Gibb
Lincoln Elementary

Lindsay Koehler
Accounting

Yesenia Martinez
West Lake Stem

8

Samantha Simister
Gourley Elementary

10

Jackie Hale
Oakridge Elementary

13

Brooke Obray
Planning and Boundaries

14

Cheryl Boynton
West Lake Stem

15

Leslie Frank
Bates Foods

17

Marcinda Mohr
Architecture and Engineering

18

Yvonne Garcia
Granite Peaks

19

Kim Lovato
Skyline High

Amy Torres
Kearns Jr.

23

Julianne Hamblin
Fox Hills Elementary

April Smith
Cottonwood High

24

Karin Cooper
Skyline High

Kim Dixon
Accounting

25

Dawn Binyon
Valley Jr.

Wendy Cochran
Eisenhower Jr.

26

Alicia Sekiller
Western Hills Elementary

31

Jane Bracken
College and Career Readiness

Maria Carmen Guevara
West Lake Stem



HAPPY BIRTHDAY



Next Article
Deadline:
October
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
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

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2021-2022 GAEOP Board Members

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2021-22 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Patrick Flanagan - Director, Human Resources

Wyatt Bentley, Associate Director, Human Resources

Garrett 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.