

THE LINK

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

November 2021

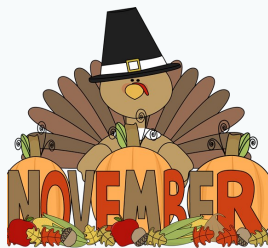
Mission Statement

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



I recently attended a concert of the Utah Valley University Symphony Orchestra. It was one of the first concerts they had played for an in-person audience since the pandemic abruptly turned normal upside down. The musicians radiated joy as they each played the notes of their part. Each participant had worked hard to perfect their part of the music. Each could be considered an expert. The instruments blended beautifully with each other. At times, a single flute would rise above the rest in a beautiful solo. Then an oboe would take a turn and then a violin. I found myself immersed in the music. I agreed wholeheartedly with the conductor as he said, "There is something special about coming together for live music." He expressed gratitude for the privilege of performing for a live audience. His sentiments felt especially poignant as performers and audience members alike had so recently lacked that opportunity.

Lisa Ryan, the keynote speaker at the NAEOP annual conference in Pittsburgh, spoke about gratitude and expressing appreciation. She challenged listeners to "complete the cycle of appreciation." When someone expresses appreciation to you, respond with a simple "you're welcome." Why is it that we can feel uncomfortable accepting appreciation, and try to downplay it when someone gives us a sincere compliment? With practice, we get better at seeing the good around us. We can also practice and get better at accepting appreciation when it is given.

We can actively receive appreciation for the gift it is.

GAEOP is pleased to offer a \$750 scholarship to a Granite School District senior high student who plans to pursue higher education in a business or office-related field. The "Pursuing Excellence" Student Scholarship 2022 is made possible through a generous donation. Find information about the scholarship on page 8.

Check out our "Did you Know" section on page 4, our November GEM winner on page 8, important dates on page 9, and so much more. We welcome your feedback on our newsletter. If you have suggestions for something you would like to see included in "The LINK," I'd love to hear from you. You can also reach out to Jessica Inman, our newsletter editor, or Teresa Himmelberger, the newsletter advisor.

Thank you for all you do to make a difference!

*Julianne Hamblin, CEOE
GAEOP President*





Office Professionals Spotlight

Submitted by Jessica Inman, "The LINK" Editor

Lisette Chavez- Cyprus High School



Lisa was born in Illinois, but was raised in Mexico and attended a private boarding school for many of her elementary years. She began working at a young age babysitting her 11 siblings and later worked at their family owned Mexican restaurant in Chicago. She attended Chicago Concordia

University and majored in Psychology and Spanish. She served and worked at Liberty Christian Center, where she met her husband. She was a Pirate at her High School in Chicago and feels honored to once again be a Pirate at Cyprus High School! In her spare time, she enjoys tent camping and hiking with her husband, riding bicycles, and serving in her community.

Nakia Armstrong- Cyprus High School



Nakia has been married to her "greatest gift" for 26 years and together she and her husband have two sons. One graduated from Cyprus High School in 2015 and the other is scheduled to graduate early this year as a Junior. Nakia has worked in various fields including accounting, customer service, mediation, catering, mentoring, and

now secretarial. She came to Cyprus as a basketball team mom, and was asked to mentor a few of the students, and has been a Pirate ever since. She loves watching the students succeed. In her free time she loves to hike, run, take pictures, and recently started to cook for Good Things Utah once a month, specializing in gluten free food.

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

New

Shasta Stoner Administrative Secretary
Accounting

Transfers

Leslie George Administrative III Secretary
Transportation from Curriculum

Alyssa Downs Granite Online Registrar
Curriculum from Ed Tech

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

Amanda Pennington Purchasing
Associate Degree

Elisa Jenkins School Leadership
Advanced III/GCOP

Mary Fasig Granger Elementary
Bachelor's Degree

Re-certifications

Mary Meyers, CEOE Spring Lane Elementary
Advanced III/GCOP

Jolene Nelson Cyprus High
Intermediate

Colleen Lynch Benefits
Advanced III/GCOP



November Awareness Month

Submitted by Jessica Inman, "The LINK" Editor



November is National Gratitude Month. It's purpose is to encourage the power of gratitude in our lives.

Gratitude is far more than a simple "thank you." Gratitude has the power to shift one's focus from the negative to

appreciating the positive in our lives. Practicing daily gratitude gives a deeper connection to ourselves and the world around us.

Research has shown that gratitude can enhance our mood, decrease stress, and drastically improve our health and well-being. Those who practice gratitude tend to have fewer stress-related illnesses and lower blood pressure. They experience less depression, are happier, and tend to have higher income. They also sustain more satisfying personal and professional relationships. Below are some ways you can practice gratitude in your own life.

1. Start a Gratitude Journal – Write about someone or something you are grateful for every day. It will lead to a deeper appreciation for the world around you and those you share it with.
2. Verbalize your gratitude to others – Let someone know you are grateful for their friendship, love, or service. You will lift both of your spirits.
3. Give back to your community– The power of serving your community is a non-verbal act of gratitude for the place you live or work. Giving back doesn't need to be of monetary value, but rather cleaning up garbage or cooking dinner for a friend in need.
4. See the good– Make a conscious effort to recognize the good rather than focus on the bad. Adopt a cup half full mentality and implement this way of thinking in your daily life.
5. Spread gratitude– Utilize your social media platforms to share gratitude and create a more positive and welcoming online atmosphere.

For more information on the benefits of gratitude and how to implement it in your own life, visit Mindful.org at:

<https://www.mindful.org/an-introduction-to-mindful-gratitude/>

National Day Calendar:

<https://nationaldaycalendar.com/national-gratitude-month-november/>

Tried & True Recipe

Submitted by Mary Meyers, Spring Lane Elementary

Leftover Turkey Soup

Ingredients:

- 1 Tbsp. oil
- 1/2 cup chopped onion
- 1 carrot, sliced
- 1 stalk celery, sliced
- 2 cups cubed, cooked turkey (or chicken)
- 2 (14.5 oz.) cans chicken broth
- 2 cups water
- 1 envelope Good Seasons Italian Dressing Mix
- 1/2 cup bite-sized pasta



Directions:

1. Heat oil in large saucepan on medium heat.
2. Add onion, carrot, and celery; cook 3-5 minutes or until a tender crisp, stirring occasionally.
3. Stir in chicken broth, water, and dressing mix.
4. Add turkey and pasta; cover and simmer on medium low for 10-12 minutes.

Serve and enjoy!



HAPPY THANKSGIVING



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Did you Know?

Submitted by Brooke Obray, GAEOP Membership Chairman

How to Report Student Injuries and Adult Injuries

All student injuries should be reported through the Utah Department of Health website found at <https://sir.health.utah.gov/>. If you are the responsible reporter and don't have access, please email them at StudentInjury@utah.gov or call (385) 267-6528. The district doesn't have access to assign logins and passwords for this program.

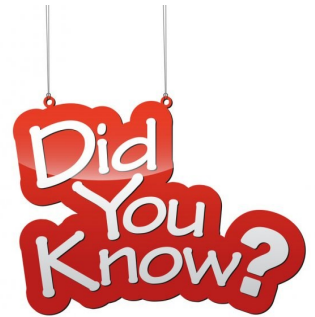
What is a reportable injury? A reportable school injury is defined as one that causes the student to miss ½ day or more of school, or is serious enough to require treatment by a health care professional (i.e., school nurse, MD, EMT, etc.). This includes injuries that happen while going to or from school, during all school-related activities and anywhere on school property during normal school hours.

Once you can complete the report please submit for review. NEVER promise that the district will cover any costs. Our insurance company, State Risk, makes all decisions on coverage. If the parent/guardian wants to place a claim, please email Brooke Obray at baobray@graniteschools.org with a copy of the student accident report and any information you feel is necessary to give to the insurance company (i.e., doctors notes, emergency room paperwork, bills etc.). Also be sure to verify and include the parent name, address, and phone numbers. This is how State Risk will contact them.

For Adult injuries:

*For a patron, parents, or non-verified volunteers (non-fingerprinted), you will fill out the adult injury report found on the intranet under business services then property, safety, and student accounting, then risk management. (Do not use the student injury report form on this page, use the above directions). Whenever possible, please include witness statements. Also, you will need to obtain their contact information and attach it to the form. *For an employee or verified volunteer, contact HR and follow instructions for worker's comp claims.

ALL adult injury forms must be sent to the district office, attention to Brooke Obray at Risk and Property Management, baobray@graniteschools.org.



Professional Development Opportunities

Submitted by Marilee Evans, GAEOP Professional Development Chairman

Adobe Spark

We are beginning our professional development series with Adobe Spark. We had a look at it this summer: now we will do it hands-on. Take a minute to explore Adobe Spark a bit so you are somewhat familiar. This will make learning that much easier. We will be offering a morning and afternoon class. Watch for registration information to come out the first part of November.

Cherie Anderson - Hands-On Adobe Spark

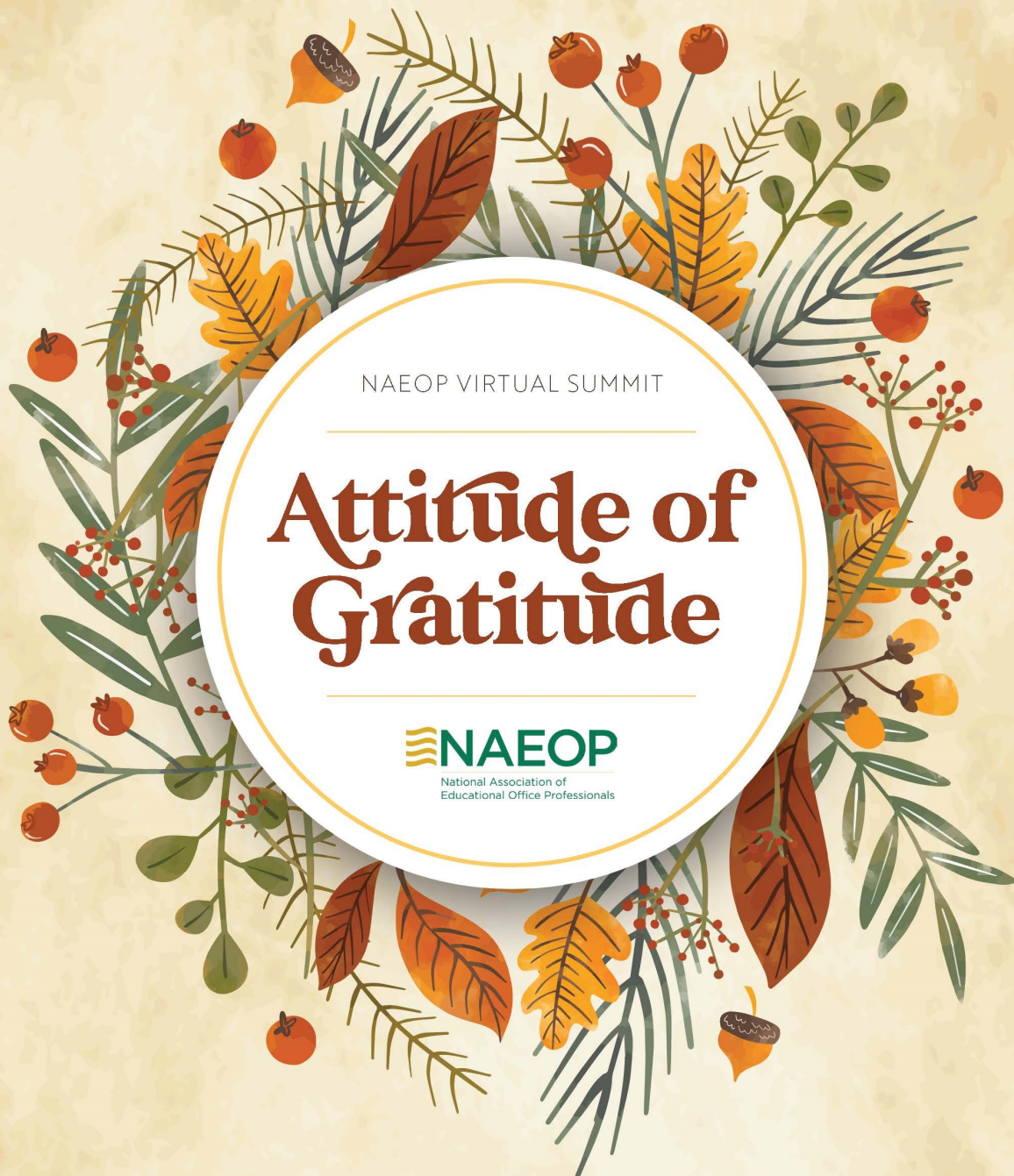
Monday, November 29, 2021

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.





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 – Storyed 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!



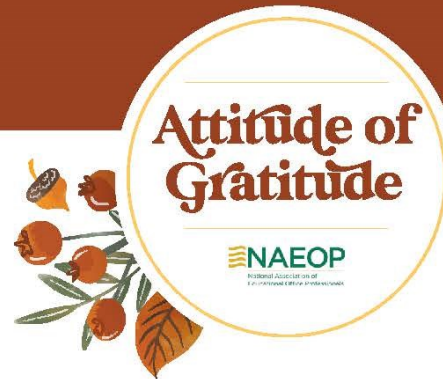
Denise Ryan helps light the fires of enthusiasm so people can do great things. She is an author, an MBA and a CSP (Certified Speaking Professional), a designation of excellence held by less than 10% of professional speakers, and she is a Certified Virtual Presenter. She has spoken for Educational Office 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 Student Scholarship

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

Submitted by Carol Seastrand, GAEOP Part time Representative

Congratulations - Bonnie Seastrand Principal’s Secretary - Truman Elementary



“It’s obvious Bonnie truly cares for everyone that comes in the office - students, parents, and staff alike. She asks about how kids and families are doing when she knows they have anything at all they’re struggling with. Earlier this school year, she found out a student’s family didn’t have enough food and

would run out well before the food bank came later in the month. Bonnie got a shopping list from the parent, went to the grocery store on her own dime, and delivered the groceries to their home because they don’t have a car. Every day, Bonnie is an example to me of how much of a positive difference caring office employees can make in the school community!”

Nominated by Molly Upshaw, Attendance Secretary, Truman Elementary



Pictured left to right: Jared Broderick, Principal, Bonnie Seastrand, and Molly Upshaw.

**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

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.

November Nominees:

- | | |
|----------------------|-------------------|
| Melinda Berg | Kearns High |
| Ruth Brown | Bennion Jr. High |
| Tiffany Ellingsworth | Hunter High |
| Celeste Bauer Elmer | Hunter High |
| Kati Fadenrecht | Skyline High |
| Kim Gilbert | Olympus High |
| Brittany Jolley | Cyprus High |
| Anne McKenzie | Kennedy Jr. High |
| Jennifer Newland | Hunter High |
| Kacie Pfeil | Cottonwood High |
| Bonnie Seastrand | Truman Elementary |
| Jennifer Vargo | Kennedy Jr. High |
| Amy Wolters | Vista Elementary |



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

- | | |
|----------------------|---|
| November 7, 2021 | Daylight Saving Time Ends |
| November 11, 2021 | Veterans Day |
| November 15, 2021 | GEM Nominations Due |
| November 17, 2021 | NAEOP Virtual Summit |
| November 24 , 2021 | No School |
| November 25-26, 2021 | Thanksgiving Recess |
| November 29, 2021 | Adobe Spark training |
| July 17-20, 2022 | NAEOP Annual Conference
Salt Lake City, Utah |



Our Ripples

Submitted by Carol Seastrand, GAEOP Part Time Representative

"WHEN YOU
 CAN'T FIND
 THE
 SUNSHINE,
 BE THE
 SUNSHINE!"

-UNKNOWN



positivityispretti.com

GAEOP Member Birthdays

Submitted by Brooke Obray, GAEOP Membership Chairman

November

1

Wendy Heslink
NAEOP Past President

2

Cheyenne Ashton
Cyprus High

5

Jacqueline Carrillo
Human Resources

9

Jennifer Newland
Hunter High

11

Jamey Pease
Wright Elementary

12

Linda Liebman
Granite Transition Services

Karen Manning
Skyline High

Bonnie Seastrand
Truman Elementary

13

Trinda Burdett
Educational Technology

15

Jacqueline Rosvall
Cottonwood High

20

Audrey Price
Cyprus High

Doreen Yates
Special Education

22

Kristen Fitzgerald
Evergreen Jr. High

26

Jeri Bliss
Frost Elementary

Kari Parry
Taylorsville High

27

Diana Pennington
Support Services

Shirlene Teigen
Hunter Jr. High

29

Lana Sutton
Health Related Services

30

Stephanie Maarse
Human Resources



Happy Birthday!

Next Article
Deadline:
November
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
385-646-4828

jhamblin@graniteschools.org

Vice President

Gayna Breeze, CEOE

Planning and Boundaries
385-646-4123

gbreeze@graniteschools.org

Secretary

Kathie Woodruff

Jefferson Jr. High
385-646-3450

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Immediate Past President

Teresa Himmelberger, CEOE

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Elementary Representative – West

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Jr. High Representative

Cindy McCleve

Matheson Jr. High
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cmccleve@graniteschools.org

Part Time Representative

Carol Seastrand

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cseastrand@graniteschools.org

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.