

THE LINK

December 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

GAEOP President's Message



Festive songs, colorful lights, or religious and family traditions - what is your favorite part of the holiday season? I love listening to Christmas music. I enjoy contemporary music, choral and instrumental music. One of my favorites at Christmas time is Handel's Messiah. When I was in college, one of my roommates invited me to a Messiah Sing-Along. In a Messiah Sing-Along, the choir and soloists rehearse the music in advance and the audience is invited to bring a copy of the musical score to the performance and sing along with the chorus parts. There is no audition. People with melodic voices sing next to others in the audience who never sing as part of a formal choir. Singing together in this kind of setting creates a remarkable sense of community.

- *Set and stick to a budget.*
- *Prioritize the most important activities and work to get comfortable with saying "no" to those that don't make your list. We don't have to do everything every year.*
- *Accept your limitations and be patient with others, too.*
- *Give the gift of helping a neighbor, a friend, a family member, or a stranger. Our generosity can be a gift to ourselves, because when we focus on others and less on ourselves, we tend to reduce our anxiety.*

More details can be found in the full article at <https://www.mcleanhospital.org/essential/mcleans-guide-managing-mental-health-around-holidays>.

The Granite Education Foundation supports students in multiple ways throughout the entire year. One way they help food-insecure students is by supplying snack kits that teachers or other school employees can give to students. This month GAEOP is collecting snack kits and basic cooking items to donate to the Foundation. These items are always in high demand. We would love your help. Please see page 5 for details.

I wish each of you a peaceful and happy holiday season. Merry Christmas!

*Julianne Hamblin, CEOE
GAEOP President*

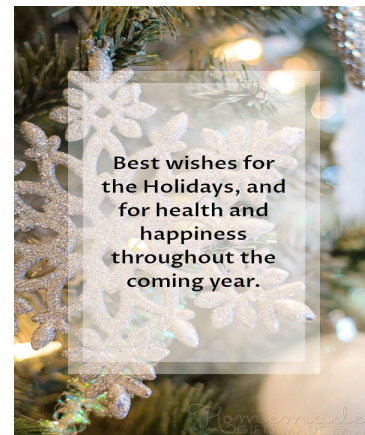
Do you ever find yourself feeling stressed as you approach the holiday season? Instead of feeling joy, peace, and brotherly love, do you feel more like a Dr. Seuss Grinch? If you feel this way, you are not alone. McLean Hospital in Virginia has an article on their website titled, "Managing Mental Health Around the Holidays." The author says, "There are a variety of reasons why your days may not be merry and bright around the holiday season. It can be the jam-packed social calendar, deadlines at work, the loss of a loved one, sunless winter days, or all of the above."

Perhaps you're feeling stressed about finding the perfect gift for everyone on your list, feeling pressured to take part in holiday activities, or feeling overwhelmed by grief and loss. There are some ways to prepare mentally and hopefully deflect some of the increased stress of the holiday season, according to the article. "It's important to realize we do have more control than we think we do." A few suggestions from the article:

- *Try not to get too caught up in the commercialization and marketing of the holidays.*
- *Make a realistic schedule of when you will do your shopping, baking, cleaning, and wrapping.*

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Office Professionals Spotlight

Submitted by Jessica Inman, "The LINK" Editor

Sonia Lopez- Benefits



Sonia is the Administrative Secretary in the Benefits Office. She is a single mom to a daughter and a son who are her world. She moved back to Utah from Mexico about a year ago after having to take some time off to mourn and heal from the loss of the father of her children. It was a tough road, but she has a loving and united family that helped her through. She is looking to get back on track with her goals. The Benefits team has become a work family and have been the most welcoming, fun, and energetic team making work enjoyable. They make coming to work so easy! She loves to read a variety of books, paint, meditate, dance and absolutely loves to travel!

JaNan Himmer- Human Resources



Janan has worked for Granite School District for 27 years at Monroe Elementary. She just transitioned to Human Resources as the Administrative Secretary at the front desk. The move has been everything she hoped for. She worked with six great principals over the years. She has been married for 40 years to her "Trophy Husband" and together they have three children, all of which are married and have given them nine beautiful grandchildren. She decorates for every holiday at home and at work. She loves to golf and scuba dive and hopes to travel in the near future.

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

New

Kari Montoya Principal Secretary
Olene Walker Elementary

Transfers

Josilyn Barfuss Department Secretary
Curriculum from Student Assessment

Lola Dunn Bookkeeper
Kearns Jr. from Fox Hills Elementary

Melanie Sotele Hourly Secretary
School Learning & Improvement from DO Receptionist

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

Josilyn Barfuss Curriculum & Instruction
Bachelor's Degree

Recertification

Andrea Petty Granger 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>.



December Awareness Month

Submitted by Jessica Inman, "The LINK" Editor



December is National Drunk and Drugged Driving Prevention Month, also known as National 3D Prevention Month. With the holidays approaching, many have plans for holiday parties or even a mellow night of drinks with the family. Remember, it is a crime to drive a vehicle while impaired from prescription medication, over-the-

counter medication, illegal drugs, or with a blood alcohol level of .05 percent or higher in the state of Utah.

The National Association of Drug Court Professionals has described the time between Thanksgiving and New Year's Day as "One of the deadliest and most dangerous times on America's roadways due to the increase of impaired driving." This month we are all encouraged to drive defensively and most importantly drive sober.

According to data from the Utah Department of Transportation, nearly twice as many people died in alcohol-involved crashes on Utah roads in 2020 than in 2019. In 2019 there were 32 fatal crashes involving alcohol and 61 in 2020. According to the CDC, there are over 10,000 American deaths each year from impaired driving, 1,000 of those being children.

Driving impaired not only puts you at risk, but everyone else on the road as well. Accidents caused by driving under the influence are totally preventable. Below are three tips from Nationaldaycalendar.com to keep in mind as you plan for your holiday gatherings.

1. *Plan ahead – Designate a sober driver and arrange an alternative way home just in case.*
2. *Talk to your loved ones – If you are a parent, extended family member, grandparent, or even a friend, remind your loved ones of the importance of staying safe and being responsible.*
3. *Be a responsible host – As the host you should always offer a non- alcoholic option of drinks for guests so they can still have a good time, but not need to drink.*

For more information about impaired driving statistics, please visit the following:

[National Day Calendar- December](#)

[Drunk Driving Statistics in 2021](#)

[Salt Lake Tribune- Alcohol-involved deaths on Utah Roads](#)

Tried & True Recipe

Submitted by Kim Nickerson, Rolling Meadows Elementary

Peach Cobbler

Ingredients:

- 1 large can sliced peaches, in syrup (29oz)
- 1 box cake mix of your choice (some of my favorites- spice, butter yellow, yellow)
- 3/4 cup melted butter

Directions:

1. Preheat oven to 350 degrees, pour peaches and juice in 9x13 baking dish. Sprinkle cake mix on top and pour melted butter on top of cake mix.
2. Bake in oven for 45 minutes or until golden brown on top. Serve and enjoy! (Add a scoop of vanilla ice cream to the side for added enjoyment.)



Did you Know?

Submitted by Teresa Himmelberger, GAEOP Immediate Past President

Printing Services



Granite
SCHOOL DISTRICT

PRINTING SERVICES

Your Artwork Here

NEW! Yard Signs 18" x 24"

REMINDER...
Some of you are old pros, some don't even know about us. We are here for all your printing needs.
*We are a non-profit service

QUICK AND EASY

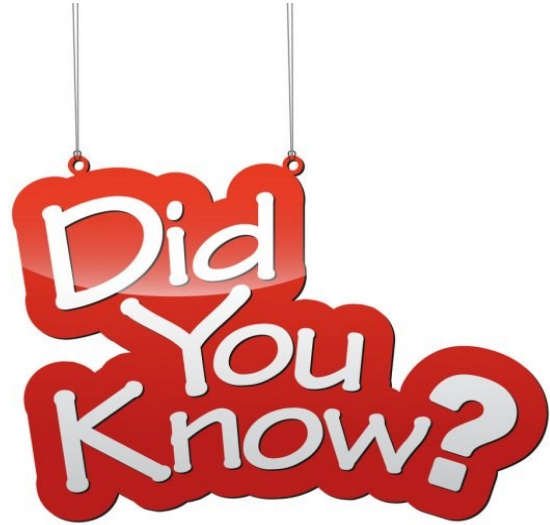
SOME OF OUR SERVICES

- » BUSINESS CARDS
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- » POSTERS
- » CARBONLESS FORMS
- » DATA/MAIL MERGE
- » SCHOOL NEWSLETTERS
- » DRAMA AND MUSIC PROGRAMS
- » LARGE-FORMAT BANNERS
- » POSTCARDS
- » GRADUATION PROGRAMS
- » TEACHING MATERIALS
- » INSTRUCTIONAL CHARTS
- » SPIRAL-COIL BOOKLETS
- » FLYERS/BROCHURES
- » FOLDING/STAPLING/CUTTING

SUBMIT YOUR WORK
e-mail your file(s) to graphics@graniteschools.org
Adobe PDF is the preferred file format
Please have a printing budget number ready
Call if questions 385-646-4556

EMAIL: graphics@graniteschools.org
PHONE: 385-646-4556

If you have any needs or questions, please contact Anna Williams, Secretary or Darrin Sailors, Manager at X 4556. They will be happy to assist you.



Christmas Bucket List

1. Bake Christmas cookies. Gather the family and bake a few batches of Christmas cookies. You can also make bread, pies, muffins, cupcakes, and other holiday-themed baked goods.
2. Try an Advent calendar. There are so many versions of Advent calendars these days. Buy one or make your own and use it to count down the days until Christmas.
3. Make holiday cards for a local hospital. Make handmade cards for a local hospital or nursing home. This is an easy way to spread some joy during the season.
4. Go ice skating or sledding. Winter sports are so much fun. Go sledding, try ice skating, or go skiing if you have a ski park nearby. You can also try hockey, or just get out and build a snowman.
5. Go caroling or to a Christmas choir concert. Christmas music is one of the best parts of the holiday!
6. Watch your favorite holiday movies. What is better than binging on holiday movies? Pop the popcorn and watch all your favorite Christmas movies both old and new. See 15 of our favorite Christmas movie ideas.
7. Enjoy a fire in the fireplace. Take the time to make a proper fire complete with blankets and hot chocolate. This is a great way to relax after a long day of holiday shopping. I have a heated blanket which is perfect to have while watching movies and relaxing (and even better if you don't have a cozy fire).
8. Help those in need. Spread cheer this holiday season by spending at least one-hour volunteering. This can be a pet refuge, nursing home, homeless shelter, or even your child's school.



Going the Extra Mile “GEM” Award GAEOP Service Project

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

Submitted by Cindy McCleve, GAEOP Jr. High Representative

Congratulations - Jennifer Clegg General Office Clerk - Cottonwood Elementary



“Jen is a beacon of light at our school. She has been here through four principals in 10 years and through all of the ups and downs she continues to stay positive and uplift everyone around her. Not only does Jen handle anything that comes into the office, but she also takes her love for our students and families outside of office hours too! We have a family at our school that has gone through some challenges and one

day while Jen and I were out to dinner we noticed some police activity at their home. The children were sitting in a car and clearly distressed with no one they knew to help. Without hesitation, Jen went to their aid, kept them calm and played with them until the situation could be resolved. I have honestly never met anyone so genuine in their compassion towards others. Jen is a true hero to so many people but especially to me. As the principal's secretary, I often feel overwhelmed with tasks I need to complete during the day and Jen steps up every time and takes things off my plate without even being asked. There is nothing better than going to complete a task and noticing it has already been done and that is what Jen does for me on a daily basis. I look forward to coming to work each day because I know I have someone sitting next to me that will always have my back and support me through every challenge.

Jen gives ice packs, forgotten lunches, and warmth to kids ALL day EVERY day. Specifically, I have a 1st grade student with type 1 diabetes this year, who needs a lot of assistance. Whenever his blood sugar drops or goes too high, I send him to the office. Jen works with his mom and nurse to get his levels stabilized and sends him back to class.

She has delivered more lunches to students than Door Dash ever could handle. She was even willing to take care of the chunky, yellow, months expired milk that someone left in the teacher refrigerator. Thank you Jen for ALL you do!”

Nominated by and pictured below: Kelly Franz, Teri Cooper, Julie Goodrich, Amie Butler, Carolyn Pixton, Mckell Lythgoe, Niki Park, Trisha Bench, Brittinie Gleave, Kristine Hyland, Jessica Blackham, Wendy Wagstaff.



2021-2022 GAEOP SERVICE PROJECT

Granite Education Foundation
SNACK PACKS & BAKING SUPPLIES

SNACK PACK

A Snack Pack is given to food insecure students by teachers, administrators, and social workers at the schools. Snack packs are always in high demand.

Each Snack Pack includes these items in a quart size Ziploc-type bag:

- 1 granola bar or crackers
- 1 juice box or pouch
- 1 small snack (fruit snacks, cookies etc.)

We are also collecting:

Rice	Oatmeal	Condiments
Dry Beans	Cereal	Baking Supplies (Flour, Sugar, Etc.)

We will be collecting snack packs and other items December 1-13. Please put completed snack packs and other items in a small to medium sized box and send to Cindy McCleve at Matheson Jr. High. Even small donations can make a difference when combined. Please consider contributing.

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 about you going above and beyond your specific job. Congratulations on your nomination!

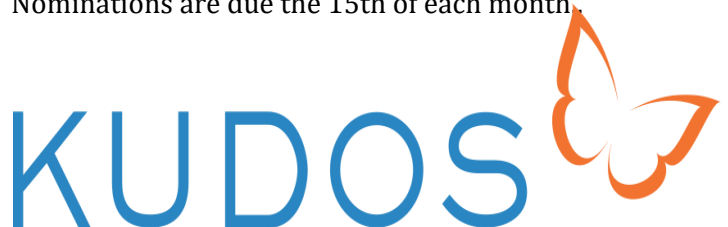
December Nominees:

- | | |
|--------------|---------------------|
| Sharon Chaus | Hunter High School |
| Jackie Hale | Oakridge Elementary |
| Cathy Bird | Skyline High |

We love to recognize outstanding work. To nominate a deserving office professional for the GEM award, follow this link:

<https://forms.gle/aWcQhNrric1TVi6qZ>

Nominations are due the 15th of each month.



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

- December 7, 2021 Pearl Harbor Remembrance Day
- December 20, 2021 Winter Recess
- December 25, 2021 Christmas Day
- December 26, 2021 Kwanzaa begins
- January 3, 2022 School reconvenes
- July 17-20, 2022 NAEOP Annual Conference
Salt Lake City, Utah



Our Ripples

Submitted by Carol Berlin, GAEOP Executive Representative



GAEOP Member Birthdays

Submitted by Brooke Obray, GAEOP Membership Chairman

December

1

Debbie Paul

Taylorville High

3

Sharon Chaus

Hunter High

Jennifer Jackson

Eisenhower Jr. High

Bonnie Linder

Hunter Jr. High

5

Jeri Maples

Kearns High

8

Lindsey Larsen

Special Education

10

Rachel Trim

Custodial Services

15

Norma Asplund

Granite Transition Services

18

Heather Bankhead

Hunter Jr. High

19

Cindy Venz

Transportation

20

Rebecca Johnson

Evergreen Jr. High

22

Julieta Sarmiento

Olene Walker Elementary

Melissa Maughan

Cottonwood High

23

Julie Shorts

Kearns High

24

Carol Niebuhr

YESS

26

Stacy Bushell

Administration

27

Marilyn Floyd

Plymouth Elementary

29

JaNan Himmer

Human Resources

Cindy Huff

Cyprus High

31

Jessica Ibarra

Taylorville High





“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:

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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>

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www.gaeop.weebly.com

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Garett Muse, Secondary Director, School Leadership & Improvement

Natalie Hansen, Elementary Director, School Leadership & Improvement

Julianne Hamblin, CEOE, GAEOP President

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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.