

# THE LINK

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

July/August 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*

## *GAEOP President's Message*



I love the excitement of a new school year. Everything seems filled with possibilities. As a student I anticipated new classes, with knowledge and new skills waiting to be learned, as well as the chance

to start fresh on my goals. Working in education allows me to experience this beginning-of-the-year excitement in new ways. As a lifelong learner I still get excited about learning new things and starting new goals. But seeing the smiles of colleagues I have missed, marveling at students who have grown, and talking with families who continue to entrust our district with the care, safety, and education of their children makes the back-to-school experience even richer. There are opportunities to form new friendships, develop new skills, and work in many ways I can be proud of.

Each day brings opportunities to make a difference for those around you. Office professionals in Granite District make a difference in countless ways: the work you do, (much of it behind the scenes), to keep your offices and departments running smoothly; the smiles and excellent customer service you provide to everyone who calls or walks into your office; and the time you take to listen and respond to needs that arise through the course of your day. I salute you for the difference you make by the simple act of showing up every day ready to work.

I feel honored to serve as the president of GAEOP. I appreciate the enthusiasm, ideas, and feedback many of you have already shared with me. I look forward to working together to support all office professionals in our district as we seek to provide excellent service in our jobs. I welcome your suggestions and ideas.

GAEOP supports office professionals by facilitating opportunities for professional development. Marilee Evans and the Professional Development Committee are

planning upcoming classes. Reach out to Marilee at [mevans1@graniteschools.org](mailto:mevans1@graniteschools.org) with topics that will help you in your job and what will help you keep up with constantly changing technology.

The GAEOP Advisory Committee includes representatives of both the office professionals and district administrators. This committee meets regularly to discuss issues and concerns that impact the office professionals in our district. The goal is to keep lines of communication open and clear to assist in our common desire to provide the best education for the children and families we serve.

I encourage you to frequently seek out opportunities to increase your knowledge and improve your skills. Think about how your specific job contributes to the overall goal of educating children. Make it a point to review and follow the policies and procedures that guide our work. You are important and what you do matters. In large and small ways, you make a world of difference every day.

*Julianne Hamblin, CEOE  
GAEOP President*

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EVERY DAY IS A  
NEW BEGINNING, SO  
TREAT IT THAT WAY.  
STAY AWAY FROM  
WHAT MIGHT HAVE  
BEEN AND LOOK AT  
WHAT CAN BE



## New GAEOP Board Members Spotlight

Submitted by Teresa Himmelberger, CEOE, GAEOP Immediate Past President

### Marilee Evans - Administrator Onboarding



Marilee is going into her eighth year with Granite School District. She started working in the Human Resource Department and was there for just over six years. She moved to the Administrator Onboarding Office in November of 2019. Before working at Granite, Marilee worked at SLCC in Enrollment Services and

Printing Services for the State of Utah. With a varying background of work experience, Marilee has found new challenges are always welcome. She is always trying to find a new and better way to increase productivity. She loves to be organized! For fun outside of work, Marilee enjoys family, quilting and photography.

### Virginia Glaittli - Beehive Elementary



Virginia has been serving as the Principal Secretary at Beehive Elementary and has been in education for 23 years. She has been Treasurer for several different organizations and PTA Treasurer her first year at Beehive. She has previously served on the GAEOP Board assisting with the Student and Office Professional

scholarships and thoroughly enjoyed it. She challenged herself this past year to go beyond her regular routine and try new adventures and feels like being on the GAEOP Board again will be a great opportunity to help and learn.

## Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP Vice President



Nakia Armstrong <i>Cyprus High (Brockbank Campus)</i>	Main Office Secretary
Lisette Chavez <i>Cyprus High</i>	General Office Secretary
Mary Fasig <i>Granger Elementary</i>	Principal Secretary
Kristin Fitzgerald <i>Evergreen Jr</i>	Bookkeeper
Whitney Garcia <i>Granite Connections</i>	Bookkeeper
Liz Garza <i>Accounting</i>	Administrative Secretary
Rebecca Johnson <i>Accounting</i>	Administrative Secretary
Mailee Larsen <i>Maintenance</i>	Administrative Secretary
Sonia Lopez <i>Benefits</i>	Administrative Secretary

Brooke McMaster <i>Twin Peaks Elementary</i>	Principal Secretary
Nayeli Munoz <i>Crestview Elementary</i>	Principal Secretary
Kiku Oldroyd <i>Cottonwood High</i>	Career Center Secretary
Sharmaine Palama <i>Taylorville Elementary</i>	Principal Secretary
Amanda Pennington <i>Purchasing</i>	Hourly Secretary
Amarillys Segarra <i>Moss Elementary</i>	Principal Secretary

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](mailto:gbreeze@graniteschools.org)

### July/August Awareness Months

Submitted by Jessica Inman, GAEOP Newsletter Editor



Plastic Free July is a global movement that helps millions of people be part of the solution to plastic pollution-

so we can have cleaner streets, oceans, and beautiful communities. Will you be part of Plastic Free July by choosing to refuse single-use plastics?

This movement has inspired an estimated 326 million participants in 177 countries. You can choose to refuse single-use plastics in July (and beyond). Taking on this small change will collectively make a massive difference to our communities.

For more information visit:

<https://www.plasticfreejuly.org>

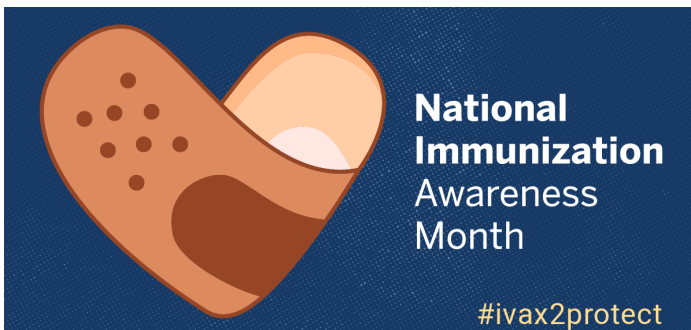
National Immunization Awareness Month (NIAM) is an annual observance held in August to highlight the importance of vaccination for people of all ages. Use these resources to assist you in communicating to healthcare professionals and parents, about immunizations during August and throughout the year.

Center of Disease Control and Prevention, Encouraging Routine Childhood Vaccination:

<https://www.cdc.gov/vaccines/partners/childhood/stayingontrack.html>

Utah Department of Health, Immunization Program:

<https://immunize.utah.gov/>



### Tried & True Recipe

Submitted by Jessica Inman, GAEOP Newsletter Editor

#### Mint Limeade

##### Ingredients:

- 6 cups water, divided
- 1 3/4 cups sugar, add more or less to taste preference (or 1 3/4 cups Splenda sugar substitute)
- 1/3 cup of fresh mint, coarsely chopped
- 1 tsp lime zest
- 1-1 1/2 cup fresh lime juice (about 12 limes) add more or less to taste
- 10 mint sprigs, to garnish (optional)
- 10 lime slices, to garnish (optional)



##### Directions:

1. Combine 2 cups water, sugar, lime zest, and chopped mint in a small saucepan; bring to a boil. (also known as simple syrup).
2. Cook until sugar dissolves, stirring frequently. Remove from heat, let stand for 10 minutes.
3. Strain through a sieve into a bowl; discard solids. (Optional: I personally like to add some finely chopped mint to remain in the drink mixture)
4. Combine the remaining 4 cups of water, simple syrup, and lime juice in a large pitcher, stirring well.

Serve over ice, garnish with mint sprigs and lime slices, if desired. Makes eight 8oz servings.

<https://www.food.com/recipe/mint-limeade-219707>



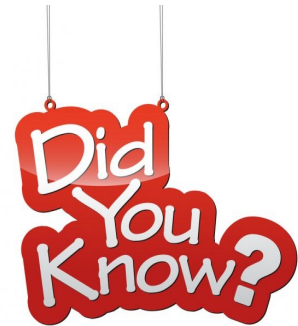
## Did you Know?

Submitted by Teresa Himmelberger, CEOE, Newsletter Advisor

**Information Systems Facilitators** have an entire SharePoint filled with many how to's and resources for frequently used programs? Follow this link to see more <https://graniteschools.sharepoint.com/sites/ISFacilitators>"

### Hiring Classified Employees:

- Administrator submits a requisition in Frontline
- Job is posted for five business days
- After the posting closes, the qualified applicants can be viewed by the administrator
- Qualified applicants are interviewed, previous employers are contacted, and a recommendation for hired is submitted in Frontline
- HR will contact the candidate to see if they are accepting the position, onboarding paperwork is emailed to them with the on-line fingerprinting scheduler
- Candidate decides if they will accept the position
- Candidate's name is added to the HR Tracking Sheet that can be viewed by secretaries
- Link to HR Tracking sheet - [https://docs.google.com/spreadsheets/d/1jnh\\_D\\_pG0l9c76ZfE2u1D86fRbCcYOMcnVj-B6Q8pm0/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1jnh_D_pG0l9c76ZfE2u1D86fRbCcYOMcnVj-B6Q8pm0/edit?usp=sharing)
- The tracking sheet is updated when the individual comes in for fingerprinting
- The person is E-Verified with Homeland Security
- Jo reviews the paperwork, signs, and returns to secretaries to set up as an employee
- Tracking sheet is updated with the approved start date
- ID badge can be issued once the individual's background has cleared



## Professional Development Opportunities

Submitted by Marilee Evans, GAEOP Professional Development Chairman



Welcome to a new school year! We are excited to get this year going with some great professional development trainings.

Professional Development day this summer was great and had some amazing classes. I am looking to see what we can do and would love some feedback from you.

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



# Going the Extra Mile Award

Submitted by Jackie Hale and Kelly Franz, GAEOP Awards Committee Co Chairman

## Going the Extra Mile "GEM" Award



We have daily opportunities to interact with people who are making a world of difference. In fact, the very nature of our jobs as office professionals requires diligent customer service and offers many opportunities to shine.

GAEOP sponsors the Going the Extra Mile "GEM" Award to help recognize secretaries, receptionists, attendance and guidance counselor clerks, bookkeepers, registrars and other office staff who consistently go above and beyond their normal duties or who have gone the extra mile for someone else in a specific way that deserves recognition.

Can you think of at least one person right now whose attitude or actions have made a world of difference for you, or for the school, or the community. Take a minute to express your gratitude to that person by nominating them for the GEM award. It is easy. Nominate in one of the following ways:

1. <https://forms.gle/aWcQhNrric1TVi6qZ> - Make sure to sign into Google with your [username@granitesd.org](mailto:username@granitesd.org).
2. Use the QR code in the bottom right corner to fill out a nomination form.
3. Fill out the bottom of this page and give it to a GAEOP board member.

Your Name \_\_\_\_\_ Your work location \_\_\_\_\_

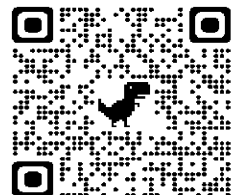
Your email address \_\_\_\_\_

Name and work location of the person you want to nominate:

\_\_\_\_\_

Briefly tell us how the person you are nominating is a GEM and deserves to be recognized for going the extra mile.

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# 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](mailto:baobray@graniteschools.org).

Yes! Please sign me up to be a member of GAEOP for the 2020-21 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.

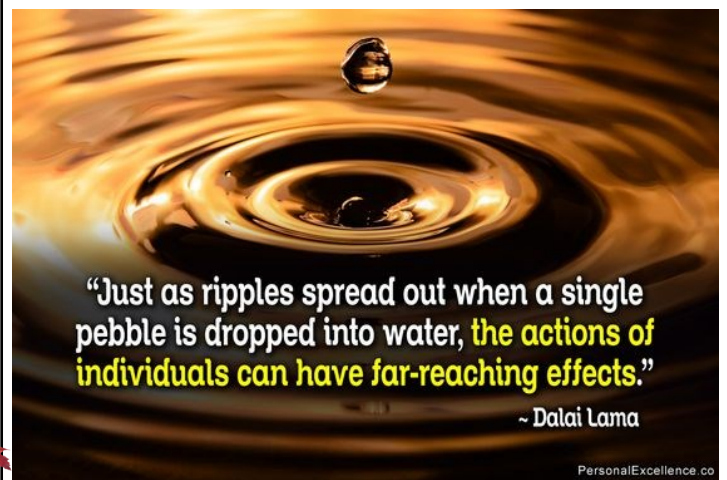
## Dates & Deadlines

August 16, 2021	First Day of School
September 6, 2021	Labor Day
September 15, 2021	GEM Award Nominations Due
September 17, 2021	Student Recess Day
September 27-28, 2021	Secondary PT Conferences
September 29-30, 2021	Elementary SEP Conferences
July 17-20, 2022	NAEOP Annual Conference <i>Salt Lake City, Utah</i>



## Our Ripples

Submitted by Marilee Evans, GAEOP Administrative Rep



## GAEOP Member Birthdays

Submitted by Brooke Obray, GAEOP Membership Chairman

### July

1	<b>Vickie Platt</b> <i>Orchard Elementary</i>
<b>Ty Whiting</b> <i>Elk Run Elementary</i>	18
4	<b>Nancy Heckenliable</b> <i>Kearns High</i>
<b>Cindy McCleve</b> <i>Matheson Jr</i>	20
6	<b>Julye Jex</b> <i>CTE</i>
<b>Stormy Goeckeritz</b> <i>GEF</i>	24
<b>Lisa Turner</b> <i>Morningside Elementary</i>	<b>Christy Anderson</b> <i>YESS</i>
<b>Jennifer Vargo</b> <i>Kennedy Jr</i>	26
7	<b>Lindy Watts</b> <i>Granite Connection High</i>
<b>Leisl Leystra</b> <i>Taylorsville High</i>	27
<b>Kathie Woodruff</b> <i>Jefferson Jr</i>	<b>Carol Seastrand</b> <i>Skyline High</i>
9	30
<b>Kennie Schlappi</b> <i>Transportation</i>	<b>Suzu Peterson</b> <i>Matheson Jr</i>
10	<b>Angela Wilcken</b> <i>Olene Walker Elementary</i>
<b>Andrea Ingleby</b> <i>Valley Crest Elementary</i>	31
13	<b>Heidi Bowles</b> <i>Evergreen Jr</i>
<b>Virginia Glaittli</b> <i>Beehive Elementary</i>	<b>Corinne Jones</b> <i>Cyprus High</i>
14	
<b>Lindsay Fidler</b> <i>Home Hospital</i>	

### August

3	<b>Alex Christensen</b> <i>Ed Equity</i>	20
<b>Vanessa Park</b> <i>Construction Services</i>	<b>Charity Flanagan</b> <i>Wasatch Jr</i>	
5		22
<b>Nina Lemon</b> <i>Taylorsville High</i>	<b>Josilyn Barfuss</b> <i>Student Assessment</i>	
8		23
<b>Holly Crawford</b> <i>Driggs Elementary</i>	<b>Oliana Pulou</b> <i>Academy Park Elementary</i>	
<b>Maren Erickson</b> <i>Bonneville Jr</i>	24	
<b>Gloria Wcislo</b> <i>Millcreek Elementary</i>	<b>Debbie Larsen</b> <i>Oakwood Elementary</i>	
9		26
<b>Jolene Nelson</b> <i>Cyprus High</i>	<b>Monica Munoz Gaytan</b> <i>Granger High</i>	
12	<b>Stephanie Rodriguez</b> <i>Cyprus High</i>	
<b>Victoria Hardcastle</b> <i>Bennion Elementary</i>	27	
16	<b>Shirley Ayrton</b> <i>Curriculum</i>	
<b>Carina Anderson</b> <i>Transportation</i>		
<b>Tresa Brown</b> <i>Kearns Jr</i>		
17	<b>Amy Wolters</b> <i>Vista Elementary</i>	





“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 20<sup>th</sup> 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](http://www.gaeop.weebly.com)

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## 2021-2022 GAEOP Board Members

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**Gayna Breeze, CEOE**

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## 2020-21 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Garrett Muse, School Leadership and Improvement

Natalie Hansen, School Leadership and Improvement

Julianne Hamblin, CEOE, GAEOP President

Gayna Breeze, GAEOP Vice President

Teresa Himmelberger, CEOE, GAEOP Immediate Past President

Kathie Woodruff, GAEOP Secretary

Carol Berlin, GAEOP Executive

Kelly Franz, GAEOP Elementary

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