

THE LINK

September 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



Congratulations! You did it! The school year is underway. In every school and department you serve, your efforts have been critical to the successful start of the year. You handled the challenges, the stresses, and the frequent changes with grace and professionalism.

The National Association of Educational Office Professionals (NAEOP) annual conference provides educational office professionals opportunities to meet for professional development, training, recognition, and networking. This year's conference was held in beautiful Pittsburgh, PA. I was privileged to attend the conference, along with two others from Granite District, to represent GAEOP. The NAEOP conference offers up to 30 hours of in-service credit. Sessions this year focused on a wide array of topics, including communication skills, technology skills with Excel and Google, workplace culture, and how to understand and avoid implicit bias.

Lisa Ryan, the keynote speaker, spoke about gratitude strategies to boost personal and professional wellness. Anger and gratitude can both have measurable effects on an individual's ability to function and be successful. Minutes spent focusing on anger can distract from more important things and deplete the immune system for hours. Minutes spent focusing on gratitude have the opposite effect. Focused gratitude can elevate an individual's outlook, mood, productivity, and even strengthen the immune system.

Lisa challenged listeners to deliberately include more gratitude and appreciation into every day. Take time to write down a few specific things you are grateful for each day. Write a Thank You note to someone who helped you. It feels good to be appreciated. It also feels good to express appreciation. When someone gives you a sincere compliment, respond with a simple "thank you" and a smile.

It comes as no surprise that we will see more of what we choose to focus on. Just like pointing a camera and fine-tuning the focus, seeking gratitude during our day can help sharpen our focus on the positive things around us and blur the negatives.

I would like to recognize Teresa Himmelberger and Jessica Inman for their outstanding work on *The LINK* newsletter this past year. Each year NAEOP honors the top affiliate newsletters and websites in the country with the Rachel Maynard Award for Excellence in Communication. "*The LINK*" achieved First Place for affiliates with 101 or more members. Congratulations on this well-earned recognition!

GAEOP is proud to sponsor the Going the Extra Mile Award (GEM) again this year. The GEM award recognizes office professionals in our district who go above and beyond in providing excellent customer service. Be on the lookout for office professionals who go the extra mile in their job. Take a moment to say thank you and consider nominating them for the GEM Award. An email will be coming soon with a link to nominate.

*Julianne Hamblin, CEOE
GAEOP President*





Office Professional Spotlight

Submitted by Jessica Inman, GAEOP Newsletter Editor

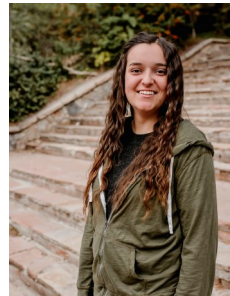
Rebecca Johnson - Accounting



Rebecca received her Associates Degree in accounting in 1998 and when the pandemic hit, she decided it was time to pursue her Bachelor's Degree. Rebecca has always wanted to work in a school district and feels very blessed to have been given the opportunity to work in the Granite School District. Rebecca has been

married for 23 years and is the proud mother of three sons. She has lived in Salt Lake City the majority of her marriage, but lived a short time on the Oregon coast and hopes to return there in the future. She enjoys cross stich, scrapbooking, photography, and crochet; but is kept busy most often by her six year old.

Amanda Pennington - Purchasing



For the past few years Amanda has worked at Classic Fun Center in Sandy, but decided she needed a change of pace, and that's what brought her to Granite. She is always looking for opportunities to learn new things and gain new skills. In her spare time, Amanda enjoys spending time with family, reading a good book, and

staying out late with friends.



Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

Transfers

Isamar Chavarria Bahena <i>Millcreek Elementary</i>	Principal Secretary
JaNan Himmer <i>Human Resources</i>	Administrative Secretary
Sheyla Holt <i>Monroe Elementary</i>	Principal Secretary
Jennifer Jackson <i>Eisenhower Jr. High</i>	Principal Secretary
Cynthia Jacobsen <i>Special Education</i>	Administrative Secretary
Brittney Jolley <i>Cyprus High</i>	Principal Secretary
Corinne Jones <i>Maintenance</i>	Administrative Secretary
Vanessa Park <i>Construction Services</i>	Administrative Secretary

Transfers continued

Oliana Pulou <i>Hillside Elementary</i>	Principal Secretary
Alicia Sekiller <i>Western Hills Elementary</i>	Principal Secretary
Deann Slade <i>Olympus High</i>	Career Center Secretary
Jessica Watkins <i>Granger High</i>	Bookkeeper

New

Tori Myers <i>Academy Park 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

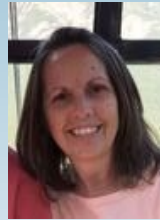
GAEOP Executive Board 2021-22

Submitted by Teresa Himmelberger, CEOE, GAEOP Immediate Past President 2021-22



President - Julianne Hamblin, CEOE

*Advisory Committee Chairman
Meet and Confer
Professional Development Day*



**Executive Representative
Carol Berlin**

Mentoring Program



Vice President - Gayna Breeze, CEOE

*Bylaws
Website/Social Media
PSP*



**Administrative Representative
Marilee Evans**

Professional Development



Secretary - Kathie Woodruff

*Keeps accurate minutes of all meetings of the
association
Office Professionals Week*



**High School Board Member
Celeste Bauer**

Scholarships



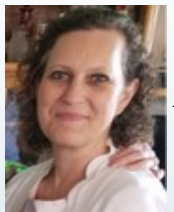
**Immediate Past President
Teresa Himmelberger, CEOE**

*Advisory Committee
Nominations and Elections
Advisor - The LINK*



**Jr. High Board Member
Cindy McCleve**

Service Projects



Membership - Brooke Obray

*Actively recruits new members and keeps accurate
records of membership*



**Elementary East Representative
Kelly Franz**

GEM Awards



Historian - Jackie Hale

*Keeps records and history of the association
GEM Award*



**Elementary West Representative
Bonnie Seastrand**

Office Professionals Week



Treasurer - Virginia Glaittli

*Maintains accurate records of the monies of the
association*



**Part Time Board Member
Carol Seastrand**

Scholarships

September Awareness Month

Submitted by Jessica Inman, GAEOP Newsletter Editor



September is International Update your Resume Month. Keeping your resumé up to date is a good habit to have. Did you

know that from the 1930s to the 1960s, resumes became an institutional requirement when applying for a job.? There are now four basic types of resumes used today, Chronological, Functional, Combination, and Targeted (nationaldaycalendar.com).

For more information visit:

<https://nationaldaycalendar.com/international-update-your-resume-month-september/>

September is also National Suicide Awareness Month, also known as Suicide Prevention Month. The purpose of this is to bring awareness to a topic not often talked about.

Suicide doesn't just affect the victim, it impacts family and friends after the loss of a loved one to suicide. Did you know that on average one person commits suicide every 16.2 minutes? Two-thirds of people to commit suicide suffer from depression.

For more information visit:

<https://nationaldaycalendar.com/national-suicide-awareness-month-september/>

For support and resources on mental illness visit:

<https://www.nami.org/Support-Education>



Tried & True Recipe

Submitted by Jessica Inman, GAEOP Newsletter Editor

Jalapeño Jelly

Ingredients:

- 10 jalapeno peppers, half seeded (use more or less to adjust spiciness of jelly)
- 1 red bell pepper
- 1 green bell pepper
- 5 1/2 cups granulated sugar
- 1 1/2 cup white vinegar
- 1/2 tsp salt
- 1 3oz pouch liquid pectin

Directions:

1. Place all peppers in a food processor and pulse until peppers are finely chopped. Empty into a mesh strainer and drain off excess liquid.
2. Place chopped vegetables into large stock pot and add in the sugar, vinegar, and salt. Bring to a boil over medium-high heat and boil for 10 minutes. Add the pectin and boil 1 more minute. Remove from heat.
3. Ladle jam into hot sterile jars, leaving 1/4 inch headspace. Top the jars with lids and then seal jars in hot water bath for 10 minutes.
4. Let jelly rest one full day on counter before checking seal. Jelly that sealed properly can be stored on shelf. If a seal did not form or if you opened the lid and broke the seal, jelly can be stored in the fridge.

This delicious sweet and spicy spread is best served with cheese and crackers and can be used as a glaze or sauce on meats. For more detailed instructions on the canning process, see full recipe here:

<https://lilluna.com/jalapeno-jelly/#wprm-recipe-container-125876>



Did you Know?

Submitted by Teresa Himmelberger, CEOE, Newsletter Advisor

Did you know?

The Purchasing/Warehouse Department consists of the Purchasing Office and the Central Warehouse, which includes District Mail Services and District Surplus Property Services.

Their number one goal is it to provide you, the customers, with excellent service and the products and services that you need.

Some fun facts about the department from FY2021:

They processed 4,549 purchase orders totaling \$157,671,655 in value. These purchases cover all the needs of the district from corndogs for school lunches to the insurance options you choose from in your benefits, and EVERYTHING in between.

District Mail processed 340,363 pieces of mail. Our mailing processes resulted in postage savings of \$39,830.

District Surplus Property added \$427,304 to the district's budget from the sale of surplus property.

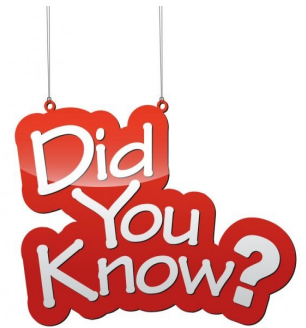
The Central Warehouse stocks thousands of items for your use. Some of these items were previously taken for granted until 2021 changed our perspective.

We provided 50,400,000 feet of toilet paper to our schools and departments.

We provided 2,900,000 facial tissues.

We provided 70,000,000 sheets of copy paper.

They are staying busy so you can stay busy doing your jobs with the products and services you need!



Professional Development Opportunities

Submitted by Marilee Evans, GAEOP Professional Development Chairman



Welcome to a new school year! The Professional Development Committee is 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 in the future 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.



GCOP/PSP Certificate Holders

Submitted by Gayna Breeze, CEOE and PSP Chair

Congratulations to these office professionals who have invested in themselves by earning a Granite Certified Office Professional (GCOP) or NAEOP Professional Standards Program (PSP) Certificate. We are happy to recognize their dedication to excellence and their commitment to professional growth. Earning PSP and GCOP certifications helps you stay current with changes in the profession and helps increase your paychecks. For information about the stipend that the Granite School District offers to office professionals who earn these professional certificates, please visit the GAEOP website, <http://gaeop.weebly.com/>.

Entry Level Certificates

Dorothy Astin
Prevention

Cheryl Boynton
West Lake Stem

Ruth Brown
Bennion Jr

Trinda Burdett
Ed Tech

Sharon Clark
Bennion Jr

Kim Dixon
Accounting

Lynne Graff
Whittier Elem

Nancy Heckenliable
Kearns High

Jessica Lokeni
Kearns High

Diana Miller
Taylorville High

Jolene Nelson
Cyprus High

Debbie Paul
Taylorville High

Tammy Pearce
Taylorville High

Jill Rasmussen
Taylorville High

Michelle Raymond
Kearns Jr

Stephanie Rodriguez
Cyprus High

Tanya Sargent
Driggs Elem

Ann Shields
Matheson Jr

Darla Williams
Communications

Intermediate Level Certificates

Heather Bankhead
Hunter Jr

Kristina Barr
Bonneville Jr

Sam Basham
School Leadership

Dawn Binyon
Valley Jr

Jeri Lynn Bliss
Robert Frost Elem

Marcia Cannon
Hillside Elem

Larene Carlson
William Penn Elem

Jaqueline Carrillo-Valle
Human Resources

Beverly Fairclough
Monroe Elem

Maria Guevara
West Lake Stem

Jodi Halaewa
Human Resources

Jessica Ibarra
Taylorville High

Karen Manning
Skyline High

Christine Margetts
Rosecrest Elem

Cindy McCleve
Matheson Jr

Tina Nielsen
School Leadership

Diana Pennington
Support Services

Susan Peterson
Matheson Jr

Diane Roberts
Bridger Elem

Continued**Bonese Snarr***Wasatch Jr***Kathie Woodruff***Jefferson Jr***Erin Wright***Teaching and Learning***Associates Degree
Level Certificate****Lucero Garcia***Granite Peaks***Sarah Guyer***Jefferson Jr***Linda Horton***Human Resources***Samantha O'Hara***Educational Equity***Amy Wolters***Vista Elem***Advanced I Level
Certificates****Debbie Allen***Prevention***Christy Anderson***YESS Program***Jane Bracken***Teaching & Learning***Sally Breinholt***Granite Technical Institute***Jaclyn Brunson***Preschool Services***Dawnette Dial***Granite Park Jr***Judy Godoy***Kennedy Jr***Nina Lemon***Taylorville High***Stephanie Maarse***Human Resources***Vanessa Park***Accounting***Milena Pehar***Lincoln Elem***Kathy Roos***CTE***Shauna Ross***Special Ed***Mindy Scherzinger***Research and Evaluation***Kennie Schlappi***Transportation***Jennifer Vargo***Kennedy Jr***Angela Wilcken***Olene Walker Elem***Advanced II Level
Certificates****Juliene Christensen***Valley Jr***Michelle Eastman***GTI***JaNan Himmer***Human Resources***Deann Jensen***Bennion Jr***Julene Maddocks***Preschool Services***Jamey Pease***Wright Elem***Angela Pester***Hunter High***Stephanie Rees***Diamond Ridge***Gaylawn Starnes***Payroll***Lafo Tonga***Taylorville High***Advanced III/GCOP
Certificates****Lorna Allen***West Kearns***Liliana Arias***Granger High***Shirley Ayrton***Curriculum***Carol Berlin***Student Learning***Karen Bowden***West Lake***Stacy Bushell***Superintendent's Office***Courtney Call***Wasatch Jr***Wendy Cochran***Eisenhower Jr***Jodi Crandall***Maintenance*

Continued

Sandra Crosby
Curriculum

Marguerita Davilla-Telck
Olympus Jr

Rose Elkins
Purchasing

Marilee Evans
Educator Support

Teresa Evans
Cottonwood High

Michelle Foster
Budget office

Lyndsay Fraser
CTE

Jean Gorringer
Granite Peaks

Jaquelin Hale
Oakridge Elem

Emily Haymond
Preschool Services

Teresa Hughes
Calvin Smith Elem

Jessica Inman
Pleasant Green Elem

Julye Jex
CTE

Ann Jones
YESS

Jennifer Justesen
Skyline High

Debra Larsen
Oakwood Elem

Donna Leppink
Fremont Elem

Linda Liebmann
Transition Services

Bonnie Linder
Hunter Jr

Colleen Lynch
Benefits

Trinidee Marchant
Granite Peaks

Stefanie Meier
Woodstock Elem

Debbie Okelberry
Granger High

Danette Ontiveros
Olympus High

Kari Parry
Taylorville High

Andrea Petty
Granger High

Vicki Platt
Orchard Elem

Keelee Powell
Orchard Elem

Traci Pritchett
Information Systems

Sandra Riches
Resource Development

Carol Seastrand
Skyline High

Julie Shorts
Kearns High

Shirlene Teigen
Hunter Jr

Marie Tomlinson
Bacchus Elem

Amy Torres
Kearns Jr

Monica Tovar
Taylorville High

Jessica Watkins
Granite Connections

Erin Winkler
Kearns High

Natalie Yates
Bonneville Jr

Advanced III/GCOP With CEOE Certificate

Teresa Himmelberger
Payroll

Jana Klein
Organizational Effectiveness

Mary Meyers
Spring Lane Elementary

Darla Tolman
Prevention & Student Placement

Bachelor's Degree Level Certificate

Lezlie Anderson
Taylorville Elem

Les Campbell
Warehouse

Emily Cebrowski
Transportation

Continued

Michelle Clark
Accounting

Shawna Cluff
Churchill Jr

Alyssa Downs
Ed Tech

Maren Erickson
Bonneville Jr

Charity Flanagan
Wasatch Jr

Kelly Franz
Cottonwood Elem

Christine Gardner
Granite Park Jr

Kathy Goodfellow
School Leadership

Kelly Hazel
Skyline High

Jennifer Jackson
Eisenhower Jr

Lindsay Koehler
Accounting

Maile Larsen
Maintenance

Allyson Lesuma
YESS Program

Leisl Leystra
Bennion Elem

Melissa Maughan
Cottonwood High

Marci Mohr
AE&C Support Services

Carol Niebuhr
YESS Program

Kim Ogden
Olympus High

Stephanie Ostendorf
Eisenhower Jr

Oliana Pulou
Academy Park Elem

Tiffani Robison
Olympus High

Susan Seals
Twin Peaks Elem

Samantha Simister
David Gourley Elem

Aleisha Stutz
Armstrong Academy

Victoria Hardcastle
Bennion Elem

Stephanie Mason
Upland Terrace Elem

Jacqueline Rosvall
Cottonwood High

Cynthia Turner
Special Ed

Sharon Chau
Hunter High

Gail Dawson
Music and Gifted-Curriculum

**Bachelor's Degree
Level with CEO
Certificate**

Gayna Breeze
Support Services

Julianne Hamblin
Fox Hills Elem

**Master's Degree Level
Certificate**

Lindsey Larsen
Special Education



Professional Development Day - June 2021

Submitted by Teresa Himmelberger, GAEOP Immediate Past President

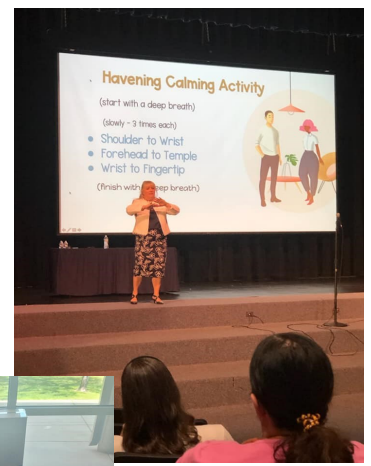
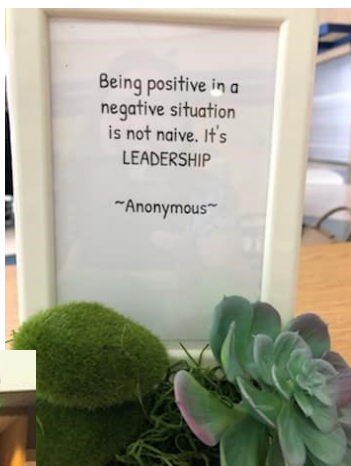
On June 10, 2021, the GAEOP Executive Board and Professional Development Committee provided an excellent in-person Professional Development Day at Matheson Jr. High. We were privileged to have Carrie Johnson, Vice President, CHG Healthcare, provide our opening keynote presentation about her personal experiences as a student in education, and the impact the help and care of the office staff had on getting her through some very difficult days. The day was filled with many opportunities to participate in classes such as; Adobe Spark, All things PDF, Family Emergency Preparedness, Microsoft Teams, Self Care and Meditation and Stress Management.

We enjoyed a delicious meal from Mellenthins Catering while we awarded the “Going the Extra Mile” overall winner, Deann Jensen, from Bennion Jr., the GAEOP Student Scholarship recipient, Diana Godoy, who was also chosen for a \$1,000.00 scholarship from our national association, and also awarded our GAEOP Member scholarship to Jessica Ibarra, Taylorsville High.

The 2021-22 GAEOP Executive Board was introduced, at which time our new GAEOP President, Julianne Hamblin, addressed the attendees and presented Teresa Himmelberger, Immediate Past President, with a bouquet of flowers and a desk plaque with years of service as GAEOP President.

To finish off the day we enjoyed Michelle Porcelli, an author and educator, as she talked about ways we can “Live the C.O.D.E.” It was a very productive day with great information. We are grateful for those who were able to attend.

Thank you to all those who participated in our service project “House of Heart.” This organization provides a safe and nurturing space for every woman to heal, by guiding her through her past and showing her how to live in the present . We acquired 20+ boxes of supplies for women and brought in \$180.00 in cash. The founder, Tammy Goldthorpe, was extremely grateful for the generosity.



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

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>The Sheraton Hotel</i> <i>Salt Lake City, Utah</i>

Our Ripples

Submitted by Celeste Bauer, GAEOP High School Board Member

"I discovered I always have choices and sometimes it's only a choice of attitude."

-Judith M. Knowlton



GAEOP Member Birthdays

Submitted by Brooke Obray, GAEOP Membership Chairman

September

1

Marguerita Davilla-Telck

Olympus Jr

Deann Slade

Olympus High

2

Melodee Bennett

Granite Peaks

Cindy Briggs

Taylorville High

Jean Gorringer

Granite Peaks

6

Erin Wright

Student Assessment

9

Roberto Lopez

Human Resources

10

Stephanie Rees

Diamond Ridge Elementary

13

Katie Tibbitts

Granite Transition Services

14

Melinda Berg

Kearns High

Leasa Foust

Hunter High

Bonese Snarr

Wasatch Jr

Tiffany Vandertoolen

Bates Foods

16

Donna Lloyd

Career and Technical Education

17

Sheyla Holt

Monroe Elementary

19

Deborah Despain

Churchill Jr

20

Heidi Brooks-Hanson

Accounting

Nancy Madrid

Copper Hills Elementary

21

Milena Pehar

Matheson Jr

24

Trinidee Marchant

Granite Peaks

25

Jessica Lokeni

Kearns High

27

Viridiana Mendoza

Academy Park Elementary

28

Tina Nielsen

School Leadership



HAPPY
BIRTHDAY

**Next Article
Deadline:
September
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

Granite School District
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Salt Lake City, Utah

2021-2022 GAEOP Board Members

President

Julianne Hamblin, CEOE

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jhamblin@graniteschools.org

Vice President

Gayna Breeze, CEOE

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2021-22 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

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.