

THE LINK

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

April 2022

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



This month we celebrate Administrative Professionals Week, April 25-29. It's a time to recognize those who help keep the offices running smoothly. As office professionals, you are the face of the school or department, the first contact people have with your office. Your attitude and demeanor affect everyone who crosses your path. Although you are very visible in your office, much of the work you do takes place behind the scenes. Your work smooths the way for everything that happens in your location. It's the background work that makes the visible work successful.

Those who best understand the roles of office professionals are often those who have done similar work. We can support each other and share ideas. There are a variety of online resources for sharing ideas and best practices for operating an efficient office. Much of the information provided is free or low-cost. Some of my favorite online resources are listed below. I would love to hear what resources you use.

- **LinkedIn Learning** – free through your Salt Lake County Library login. This is a fantastic resource for learning how to use Office 365 programs/apps, as well as many other instructional videos .
- **American Society of Administrative Professionals**, asaporg.com, provides short articles and videos on every possible aspect of working in an office. From interviewing tips to using technology to professional development and communicating effectively, you're sure to find something of interest.
- **On the Right Track** with Rhonda Scharf, on-the-right-track.com, has a podcast, blog, and YouTube videos. Rhonda has a great sense of humor and plenty of useful tips to make your job easier.

- **All Things Admin** with Julie Perrine, allthingsadmin.com. Some of the office organization tips I use the most have come from Julie's blog and Five Day Challenges.

I look forward to attending Professional Development Day each year. I appreciate the opportunity to learn new skills, increase my understanding about topics relating to the work of education, and interact with my fellow office professionals. This year, Professional Development Day will take place June 7, 2022, at Olympus High School.

We are excited to welcome Dr. Paul Jenkins as our keynote speaker and Roger Brooks, Granite School District Emergency Manager. We will have breakouts about leadership, special education, budgeting, accounting, purchasing, experiencing homelessness in Granite District, technology, and much more. Registration for Professional Development Day begins April 20. Watch for an email with details of the classes and a link to register. I hope you will be able to join us.

Spring is a time of change. It's fun to see more people outside enjoying the weather or working in their yard. I am embracing change this spring by switching to a new job! I have enjoyed working at Fox Hills Elementary the last several years and in Curriculum prior to Fox Hills. Now I am excited to work in Planning & Boundaries. My phone number and location may have changed, but I'm still fully functioning as GAEOP President. Stop by and say hi or let me know if I can support you in any way.

I hope your spring is off to a positive and optimistic start. Have a great month.

*Julianne Hamblin, CEOE
GAEOP President*



Office Professionals' Spotlight

Submitted by Jessica Inman, "The LINK" Editor

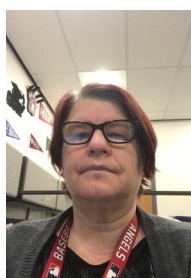
Mae Roan- Hunter Jr. High



Mae feels very fortunate to work at Hunter Jr. High. She recently moved to Utah from Wyoming. She has always loved working at the schools and being able to help kids. Her sister works for Granite School District and encouraged her to work here after her move. She

loves the people she works with and the students. It has been a wonderful experience. Mae has been married for nearly 30 years. She and her husband have been blessed with three children; two of which are attending BYU, two grandchildren, and three grand puppies. She loves her family very much! In her spare time she loves to read, bake, and watch her grandsons.

Jody Trujillo- Granite Park Jr. High



Jody is the Counseling Center Secretary at Granite Park Jr. High. She has worked in schools off and on since she was 18 years old. During that time she has worked as a Para, playground aide, substitute teacher, and attendance clerk. She has also served on the PTA as President, Secretary, and Treasurer. She is originally from Huntington Beach, California. She and her husband have been married for six years and together they have six kids in their blended family. Some of her favorite hobbies to do in her spare time include cross stitching and going to hockey games.



Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

New

Lola Dunn Principal Secretary
Fox Hills Elementary

Brenda Wade Admin I Secretary
Prevention & Student Placement

Transfers

Michelle Clark Principal Secretary
Western Hills Elementary *from Special Services*

Randa Farnsworth Jr High Bookkeeper
Kennedy Jr *from Kennedy Jr.*

Julianne Hamblin Admin II Secretary
Planning & Boundaries *from Fox Hills 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

Administrative Office Professionals Day

Submitted by Teresa Himmelberger, CEOE, The LINK Advisor

National Administrative Professionals' Day, also known as Secretaries Day, recognizes the professionals who keep an office running smoothly every day. We celebrate these office professionals on the Wednesday of the last full week in April.

The day in the life of an administrative professional is varied from moment to moment. While organization is key to their success, their flexibility and ability to handle the unexpected make them valuable to any office. Some of their responsibilities include managing appointments, drafting letters and memos, booking business trips, planning meetings, and helping students and patrons.

Their organizational skills mean they pinpoint information quickly and keep the administrator on schedule, whether they are in transit or with a patron. They are central to an office or business running efficiently.

Thank you for all you do, every day!



April Awareness Month

Submitted by Jessica Inman, GAEOP "The LINK" Editor



As we approach the end of another school year I find it very fitting that April is also Stress Awareness Month. In observation of Stress Awareness Month, you are encouraged to take part by using the #StressAwarenessMonth hashtag when posting to social media and also providing friends,

family, and co-workers with recourses to reduce and maintain stress in their lives.

We have all been in situations where we are overwhelmed, with a growing list of deadlines to meet and tasks to get done. At the end of each school year I often feel in over my head; I know others do as well. What better time to acknowledge the stressors in our lives and find ways to deal with them in a healthy and effective manner.

A little bit of stress isn't a bad thing, however too much stress can be very damaging to not just our emotional health, but our physical health as well. Some physical stress related problems are:

- Ulcers
- Muscle and joint pain
- IBS (irritable bowel syndrome)
- Diabetes
- Miscarriages
- Strokes

We must learn how to find and maintain a healthy balance of stress in our lives and the key to that is being proactive and aware of what our stressors are. Below are some great ways to cope with and destress your life:

- Exercise
- Supplement intake
- Creating a calm and relaxing environment
- Reduce caffeine intake
- Spend time with family and friends
- Engage in an activity or project you enjoy

For more information on stress management or ideas on how to reduce the stress in your life please visit:

[Nationaldaycalendar.com- Stress Awareness Month](http://Nationaldaycalendar.com-Stress-Awareness-Month)
[The American Institute of Stress- Stress Awareness Month](http://The-American-Institute-of-Stress-Stress-Awareness-Month)
[Total Wellness- Mental Health Activities for the Workplace](http://Total-Wellness-Mental-Health-Activities-for-the-Workplace)

Tried & True Recipe

Submitted by Kari Montoya, Olene Walker Elementary

Grasshopper Ice Cream Cake

(Original Recipe)

Ingredients:

- 1 box Thin Mint Girl Scout cookies (mint grasshopper cookies can be substituted)
- 2 tablespoons melted butter
- 1.5 quarts vanilla ice cream
- 8 ounces Cool Whip
- 1 teaspoon mint extract
- Green food coloring (as much as or as little as you'd like)

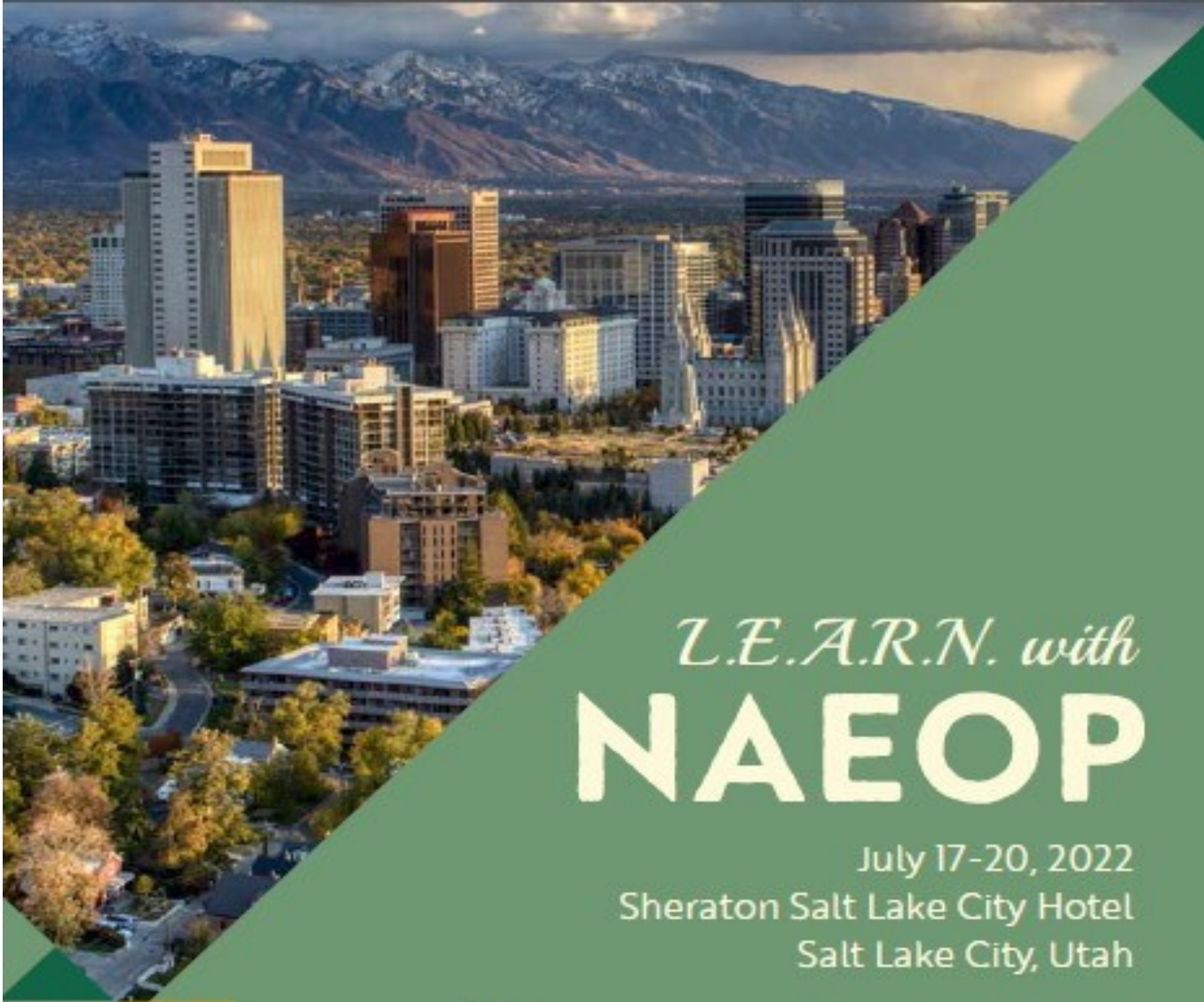
Directions:

1. Preheat oven to 350 degrees.
2. Chop up cookies and layer on the bottom of a 9x13 pan.
3. Mix in the melted butter and bake crust for five minutes.
4. In a separate bowl combine vanilla ice cream, cool whip, extract, and green food coloring until blended well.
5. Layer the ice cream mixture on top of cookie crust.
6. Put in freezer and let freeze for at least two hours .
7. Cut into squares and serve with a dallop of cool whip and cookie crumbles on top.





NAEOP 2022 Annual Conference

Submitted by Teresa Himmelberger, GAEOP Immediate Past President



L.E.A.R.N. with
NAEOP

July 17-20, 2022
Sheraton Salt Lake City Hotel
Salt Lake City, Utah



Registration is now open - If you are interested in attending, visit naeop.org/events. This is a great way to earn GCPS/PSP credit with quality professional development at a national level.

Did you Know?

Submitted by Teresa Himmelberger, Granite Payroll Administrative Secretary

Did you know that each employee of the district has their own employee portal for payroll information?

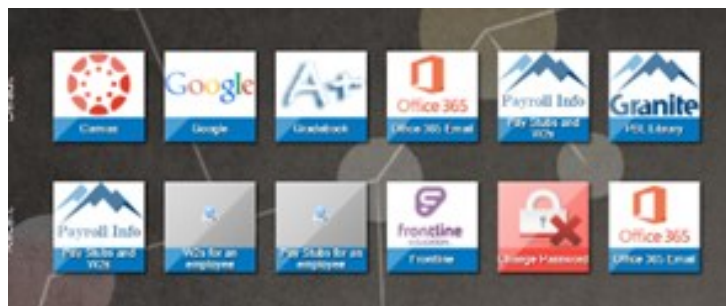
Below are instructions on how to login, who you would need to call if you have a problem getting into the portal, and an explanation of each of the tabs you have access to.

Go to the graniteschool.org webpage and click on this icon, first name and last name, i.e., jsmith, email. If you cannot remember your

Quick Links



sign into your portal using your first initial of then use the password you have for your password, you can click on “Click here to reset password,” then follow the screens to reset. If you are still having problems, you may check with your STS (school technology specialist) at the school or call the help desk at X 4524.



Once you have logged in, you will see this screen, click on Paystubs and W2's.

Welcome to ESS (Employee Self Service). To get started, click on the “My Info>>” tab in the upper left-hand corner underneath the Granite School district logo. There will be a dropdown with three options (Personnel, Payroll, and Leave). Click on “Payroll.” For your stubs, if the column labeled “Image” contains a “Yes,” click on the “Yes,” not the warrant # to view a PDF of the pay stub.

CheckID#	Type	Date Paid	Net Pay	Image
99982724	M	03/15/2022	1,411.95	Yes
99975297	M	02/28/2022	1,432.30	Yes
99967499	M	02/15/2022	1,432.30	Yes
99960000	M	01/31/2022	1,432.30	Yes
99952502	M	01/14/2022	1,431.49	Yes
99945016	M	12/21/2021	1,430.84	Yes
99937491	M	12/15/2021	1,430.84	Yes
99929988	M	11/30/2021	1,430.84	Yes
99922478	M	11/15/2021	2,804.10	Yes
99914961	M	10/29/2021	1,430.84	Yes
99907480	M	10/15/2021	1,430.84	Yes
99900075	M	09/30/2021	1,430.84	Yes
99892014	M	09/15/2021	1,430.84	Yes

For W2's, click on the year you need, a PDF will appear for you to print.

Tax Year	Type	Description
2021	W-2	W2 TAX YEAR 2021
2021	ACA	ACA TAX YEAR 2021
2020	W-2	W2 TAX YEAR 2020
2020	ACA	ACA TAX YEAR 2020
2019	W-2	W2 TAX YEAR 2019
2019	ACA	ACA TAX YEAR 2019
2018	W-2	W2 TAX YEAR 2018

Leave Tab

The leave balance is subject to when the last time payroll was posted for a pay period. You may check with your school secretary for a payroll schedule

Leave Category	Balance (hours)		Usage	Notes
	Actual	Avail	(hours)	
Sick Leave	1418.60	1418.60	-	Accrues monthly
Family Leave	0.00	0.00	-	10 days max. Draws from sick leave. Balance shows as negative
Exemeral	0.00	0.00	-	5 days max. Draws from sick leave. Balance shows as negative
Short-Term Disability	0.00	0.00	-	Balance shows as negative
Personal Leave	0.00	0.00	-	1 FTE day max
Leave W/O Pay	0.00	0.00	-	Balance shows as negative
Other Leave	-32.00	-32.00	-	Balance shows as negative
Military	0.00	0.00	-	Balance shows as negative
Vacation	216.63	216.63	-	Accrues monthly

If you need a PDF of a pay stub or W2 prior to June 15, 2018, click on the icon labeled “Paystub/W2's before June 2018” in the employee portal.

Going the Extra Mile “GEM” Award Kudos Corner

Submitted by Jackie Hale, “Going the Extra Mile” Co-Chairman

Congratulations - Carol Seastrand Assistant Bookkeeper - Skyline High



“About two years ago, our assistant bookkeeper, Carol Seastrand came to Skyline to join our front office team. Carol has been with the district for many years and has served on the GAEOP board. Carol is a gem! She is a capable and effective worker

who jumped into the deep end and went right to work mastering new tasks and inspiring the trust of others. In our day to day work, we all perform as office professionals and Carol is no exception but it is her countenance and personality that make her shine. Carol is a spot of sunshine in our office, always positive and friendly. It is amazing how that one person can make everyone feel like they are on a sinking ship or a winning team and Carol is the latter for sure. That kind of attitude is not something that can necessarily be taught in any lesson; it can only be learned by example. Carol brings her years of experience and her combination of determination mixed with patience that builds the confidence of those she serves. She is a splendid example of service to others and of the values we all hope to represent. The Eagles are lucky to have her in their nest!”

Nominated by Jennifer Justesen, Financial Secretary, Skyline High



Pictured left to right: Kelly Franz, Jennifer Justesen, Carol Seastrand, Julianne Hamblin

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 recognize you with nominations that teachers, co-workers, parents, etc. have shared with GAEOP in regard to you going above and beyond your specific job. Congratulations on your nomination!

April Nominees:

Kim Lovato	Skyline High
Kacie Pfiel	Cottonwood High
Leasa Foust	Hunter High
Gayna Breeze	Planning and Boundaries
Judy Godoy	Kennedy Jr.
Cindy McCleve	Matheson Jr.
Jennifer Justesen	Skyline High
Laurie Atkins	Kearns High
Andrea Ingleby	Valley Crest Elementary
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 Special Education or Julianne Hamblin in Planning and Boundaries, with a check or cash included.

Dates & Deadlines

- | | |
|------------------|-------------------------------------|
| April 1, 2022 | April Fools Day |
| April 4-8, 2022 | Spring Recess (10.5 months or less) |
| April 13, 2022 | GAEOP Board Meeting |
| April 15, 2022 | Good Friday (Passover begins) |
| April 17, 2022 | Easter |
| June 7, 2022 | Professional Development Day |
| July 17-20, 2022 | NAEOP Annual Conference |
- Salt Lake City, Utah*



Our Ripples

Submitted by, Gayna Breeze, CEOE, GAEOP Vice President

Approach the day trying to
make it better for other
people and you will find it
tends to lead to a better day
for you ~

Author Unknown

GAEOP Member Birthdays

Submitted by Brooke Obray, GAEOP Membership Chairman

April

3

Deanne Hampson
Eastwood Elementary

5

Lorna Allen
West Kearns Elementary

7

Marie Tomlinson
Bacchus Elementary

9

Debbie Allen
Prevention and Student Placement

Melody Fisher
Granger High

10

Alyssa Downs
Granite Online School

Keelee Powell
Orchard Elementary

12

Jami Donio
Kearns High

13

Brittany Jolley
Cyprus High

15

Linda Rodriguez
Cottonwood High

16

Leslie George
Transportation

Liz Garza
Accounting

17

Gaylawn Starnes
Payroll Office

18

Teresa Hughes
Calvin Smith Elementary

20

Graciela Castro
Rolling Meadows Elementary

Jennifer Justesen
Skyline High

21

Gayna Breeze
Planning and Boundaries

Beverly Fairclough
Monroe Elementary

22

Cassie Daley
Hillside Elementary

Amy Hendrickson
Ed Equity

23

Kimberly Gilbert
Olympus High

25

Lafo Tonga
Taylorville High

30

Gail Dawson
Curriculum and Instruction





“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
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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

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2021-2022 GAEOP Board Members

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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.