



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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"Picture the Possibilities"

GAEOP President's Message



As the year ends and we look forward to the fresh start of a new year, it is helpful to spend some time reflecting on the year which is ending. On the website, goodhabits.com, Connie Mathers, a social worker and writer from Richmond, VA, shared a list of [25 End of Year Reflection Questions to Review Your 2022 Year](#).

1. If someone else were to write a book about your year, how would it go?
2. What surprised you about this year?
3. What worked?
4. What didn't work?
5. How did you engage in self-care?
6. What do you wish you had done this year?
7. What bad habit did you drop?
8. What was your greatest accomplishment?
9. What disappointed you this year?
10. What transitions did you make this year?
11. When did you learn from a failure?
12. Did you do your best?
13. Name a time when you had to be brave and step outside of your comfort zone.
14. What did you spend too much time or energy on?
15. What did you avoid?
16. Who were your major supporters this year?
17. What new habit or routine did you create this year to improve your efficiency (either at home or at work)?
18. What did you handle well?
19. What sticks out as being a meaningful moment?
20. What was the most significant thing you read this year?
21. What are you grateful for?

22. What did you change your mind about?
23. What's a cognitive bias you caught yourself thinking this year?
24. If you could rewind one year, what advice would you give yourself knowing what you know now?
25. What is a new skill that you learned this year?

This month we are pleased to recognize Kim Fisher-Dickson, the December "Going the Extra Mile Award" winner. Read about her on page six and take a look at who else was nominated. Do you know an office professional who is doing a fantastic job? Please consider nominating them for the [GEM Award](#).

I hope you have a joyful and peaceful holiday season. Thank you for the countless ways you care for the students and adults in your buildings, and for all you do to keep your office running smoothly. You are critical to the success of Granite District.

All my best,

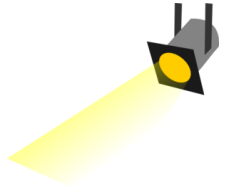
*Julianne Hamblin, CEOE
GAEOP President*

"Think about the positive outcomes you worked for, both in your personal and professional life. When you start to reflect on the things you have done well, you may realize it's a lot more than you would have originally thought."

~Connie Mathers

Office Professionals' Spotlight

Submitted by Marilee Evans, "The LINK" Editor



Cali Wall, Olympus High



I have worked various secretary jobs since turning 18, including at a dance studio and a construction office. I started at Granite at the end of 2021 as a clerk in the counseling center at Olympus and

just recently switched to attendance. I originally wanted to first get a foot in the door of education as I worked on getting my teaching degree, but have since decided to change to undeclared but still in education. I grew up in Park City as the youngest of four and have three amazing little nephews. My husband and I got married in October of 2021 and have two crazy dogs that we love so much. My hobbies include taking my dogs on adventures, listening to podcasts, cooking and baking despite not being very good at either, and oddly enough I love to clean and organize. I also love to have game/movie nights with my friends and family when I can.

Kathy Conley, Jefferson Jr High



I started working at Diamond Ridge seven years ago as a Paraprofessional. A year later I became an inclusion aid in SPED with the sweetest little boy I know. I followed him for four years until he moved out of our district. Our principal, Rod Horton recruited me for the SPED department at Jefferson Jr. and I LOVED it. The unit became my family. Then, Grandma Woodruff, principal secretary retired, and they needed another Kathy to replace her, so here I am! I have four wonderful children (two girls and two boys) that are my world. My girls are married so I have two sons-in-law. I have the most wonderful parents and sister in the world. They are so supportive and loving. I enjoy running, working out, organizing, being with family and friends, decorating for the holidays, and cozying up and relaxing with my puppy Graham.



We would love to spotlight you in one of our upcoming editions of The LINK. Please take a few minutes to fill out the survey at: [SPOTLIGHT FORM](#)

Professional Development Opportunities

Submitted by Trinda Burdett, Educational Technology, GAEOP Secretary

Thanks to all who attended our Workplace Injuries class last month. For those that weren't able to attend, Brenda Byrnes emailed out the slide deck and forms, please save those for future reference.

Our next in-person training will be January 12th and we will cover Fixed Assets . Watch for a signup in your email in the next couple of weeks!

Here are some additional trainings offered by other departments:

URS Trainings:

Tier 1: December 14th at Cyprus High from 4:30 pm – 6:30 pm

IS Facilitators - Discovery Trainings:

Quarterly Updates: December 9th, March 10th, and April 28th - make sure to check their page for upcoming trainings: <https://outlook.office365.com/owa/calendar/ISFacilitators2@graniteschools.com/bookings/>



If you have questions, please reach out to Trinda Burdett at 385-646-7115 or tburdett@graniteschools.org

GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chair

December 1	Debbie Paul Taylorsville High	December 22	Melissa Maughan Cottonwood High
December 3	Jennifer Jackson Eisenhower Jr High	December 23	Julie Shorts Kearns High
December 5	Jeri Maples Kearns High	December 24	Carol Niebuhr YESS
December 7	Michelle Ortega Plymouth Elementary	December 26	Stacy Bushell Administration
December 10	Rachel Trim Custodial & Maintenance Service	December 27	Marilyn Floyd Special Education
December 13	Kristal King Jefferson Jr High	December 29	JaNan Himmer Human Resources
	Linda Thompson Wasatch Jr High		
December 14	Kristina Barr Bonneville Jr High		
December 18	Heather Bankhead Hunter Jr High		
December 19	Cindy Venz Transportation		
December 20	Rebecca Johnson Organizational Effectiveness		



Did you Know?

Submitted by Marilee Evans, "The LINK" Editor

5 Ways to Stay Sane Over the Holidays

You know that woman who glides through the holidays effortlessly, thinking up unbelievably perfect gifts without being a wreck inside? We don't, either!



1. Reassess. Create a list of everything you do for the holidays. If you're going through the motions only to meet your own expectations, perhaps you should reassess.
2. Check your perfectionism at the door. We put so much pressure on ourselves. Better done than perfect.
3. Put yourself on the receiving end. Come up with gifts that will benefit you as well as the other person.
4. Break the routine. If you are losing sleep over overwhelming traditions, start a simpler one.
5. Buy a few extras. Always have a few little extras on hand just in case

[Find more facts here.](#)

BirthDay
greetings

Dates & Deadlines

December 15	The LINK Articles Due for January
December 21	Winter Recess Begins
January 4	School Back in Session
January 12	GAEOP PD Classes
January 16	Martin Luther King Day - District Closed
July 16-19	NAEOP Annual Conference in Omaha, NE



Power of Positivity

Submitted by: Marilee Evans, Link Editor



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, which meets with district administration to advocate for office professionals.
- Members of the GAEOP Board also meet with administration during Meet and Confer.
- Quarterly training and in-service opportunities to keep up with the latest techniques and district policies.
- Granite Certified Professional Standards program, with Granite Certified Office Professional (GCOP) certification. This equals more skills, recognition, and money 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.



Joining or renewing is easy! Membership is only \$15.00 per year. Contract employees can choose to have the membership fee auto deducted to join and 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 membership question – email Marilee Evans, Membership Chair, at mevans1@graniteschools.org



Yes! Please sign me up to be a member of GAEOP for the 2022-23 school year. My method of payment is...

___ Payroll deduction (\$15.00 annually – **contract employees only**)

___ Check enclosed - check # _____ OR ___ Cash (\$15.00 annually)

My birthday (month and day) _____ Employee # (for payroll deduction) _____

Name _____

Location _____

___ New Member OR ___ Renew

You may interoffice the tear-away section to Marilee Evans in Administrator Onboarding or Julianne Hamblin in Planning & Boundaries, with a check or cash included (hourly).

December is . . .

Submitted by Marilee Evans, "The Link" Editor

Celebrations Month

Kwanzaa - [Kwanzaa](#) is an annual celebration of African-American culture from December 26 to January 1, culminating in a communal feast called Karamu, usually on the sixth day. It was created by activist Maulana Karenga, based on African harvest festival traditions from various parts of West and Southeast Africa. Kwanzaa was first celebrated in 1966.



Hanukkah - [Hanukkah](#) is a Jewish festival commemorating the recovery of Jerusalem and subsequent rededication of the Second Temple at the beginning of the Maccabean revolt against the Seleucid Empire in

the 2nd century BCE. Hanukkah this year is on December 18-26. The festival is observed by lighting the candles of a candelabrum with nine branches, commonly called a menorah or hanukkah.

Christmas - [Christmas](#) is an annual festival commemorating the birth of Jesus Christ, observed primarily on December 25 as a religious and cultural celebration among billions of people around the world. The celebratory customs associated in various countries with Christmas have a mix of pre-Christian, Christian, and secular themes and origins. Popular modern customs of the holiday include gift giving; completing an Advent calendar or Advent wreath; Christmas music and caroling; viewing a Nativity play; an exchange of Christmas cards; church services; a special meal; and the display of various Christmas decorations



Boxing Day - [Boxing Day](#) is a holiday celebrated after Christmas Day, occurring on the second day of Christmastide (26 December). Though it originated as a holiday to give gifts to the poor, today Boxing Day

is primarily known as a shopping holiday. It originated in Great Britain and is celebrated in a number of countries that previously formed part of the British Empire.

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New to District

Keri Crane GEC Receptionist
District Office

Sierra Jorgensen Admin II Sub Secretary
Human Resources

Enory Martinez Admin II Secretary
SPED Secondary

Transfers

Travis Peterson Principal Secretary
Hillsdale Elem

Melissa Place Principal Secretary
Woodstock Elem

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/GCPS Recipients

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New

Tara Nelson Silver Hills
Entry Level

Recertification

Sharon Clark Bennion Jr High
Intermediate

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/gcpspsp.html>

4 STAGES OF LIFE

1. YOU BELIEVE IN SANTA CLAUS.
2. YOU DON'T BELIEVE IN SANTA CLAUS.
3. YOU ARE SANTA CLAUS.
4. YOU LOOK LIKE SANTA CLAUS.

Kudos Corner

Submitted by Carol Seastrand, "Going the Extra Mile" Co-Chair

"The following office professionals were nominated for the "Going the Extra Mile" (GEM) 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 good work."

Nominations

- Lola Dunn, Fox Hills Elementary
- Kim Gilbert, Olympus High
- Cindy McCleve, Matheson Junior High
- Sonja Richardson, Cyprus Brockbank
- Nancy Sanchez, Redwood Elementary
- Ann Shields, Matheson Junior High
- Jody Trujillo, Granite Park Junior High
- Amy Wolter, Vista Elementary

December GEM Winner

Submitted by Dawnette Dial, "Going the Extra Mile" Co-Chair

Kim Fisher-Dickson, Skyline High

Nominated by Karen Manning

Kim has been amazing at her job here at Skyline for the last two years. She is so knowledgeable as the counseling center secretary. She is always there to pick up the extra slack for me when I get in a bind. She has been willing to stuff envelopes, send notes, and just pick up anything that I was having a hard time finishing because we were doing class presentations. She is positive and can be counted on to always be here. She will send out a cute little cartoon every so often that makes us all smile. I have enjoyed every minute of working with her and appreciate her willingness to help all of those people who work with her. She truly makes it a joy to work at Skyline!



Kim Fisher-Dickson (left) pictured with Karen Manning

"GEM" Award Nomination

Submitted by Gayna Breeze, President Elect



Do you know an office professional who is doing a great job, or who has gone the extra mile? Nominate them for the GEM Award. It's easy. Go to <https://forms.gle/4mvDDz2AxHgTo8iM6> and fill out the brief form telling us what how they go the extra mile. We are looking for: An office professional (secretary or office clerk) who provides the highest quality of service even when working through a difficult situation with a patron, student or faculty member. Please be as specific as possible. What will make your candidate stand out from the rest?

Granite Gives

Submitted by Justin Anderson, Chief Marketing Officer, Granite Foundation

GSD's Employee Giving Program

As members of the Granite School District community, our commitment to children and teachers is unquestionable. Thus, we're in a unique position to help make a bigger impact than ever before.

Granite Gives is a wonderful way that we can all do just a little more for our students and teachers.

Granite Gives is the District's employee giving program, in support of the programs offered by Granite Education Foundation.

A couple of dollars can make a BIG difference for a struggling child! And imagine if *everyone* chose to sign up—the number of children, teachers, and families we can help would grow like never before.

Signing-up is easy. Simply complete the Granite Gives donation form (available at <https://granitekids.org/get-involved/donate/granite-gives.html>) and return it to Granite Education Foundation. Or you can contact Justin Anderson at justin@granitekids.org.

So if you find yourself with the capacity to assist those who are less fortunate, please consider signing-up for Granite Gives.

Benefits Update

Submitted by Berkely King, Associate Director, Benefit Office

Do You Carry Granite District Health Insurance and Fill Your Prescriptions at Smith's Pharmacy?

- Starting January 1, 2023, Smith's will no longer participate in the network. This means you will need to switch pharmacies.
- Berkely King sent an email on November 29 with details about this change. Express Scripts will also mail a letter to your home about the change.
- If you still have questions you can email: ESI-KrogerQuestions@graniteschools.org or call Express Scripts customer service at (877) 231-4239.

Granite Education Foundation

Granite Education Foundation exists to reduce learning barriers for students (primarily those that emerge from poverty), and to enhance the overall capacity of instructors and administrators—in ways that complement but are beyond the District's academic-focused objectives.

Granite Education Foundation is ranked in the top 15 of education foundations nationally. Since 1988, the foundation has served students and teachers in Granite School District by facilitating education programs and providing basic needs such as food, clothing, school supplies and more. In a school district with 54% of children living at or below poverty level, the Foundation works with individuals, community leaders and businesses to provide opportunities so all students can attend school and be ready to learn.

Specific information about the Foundation's programs, and other ways to get involved, are available at <https://granitekids.org/>.

Creating Amazing Customer Service

We can all agree that customer service is an essential part of K-12 education these days. In fact, customer service is an expectation for any organization that wants to remain relevant. Here are some tips for providing great customer service:

1. Roll out the welcome mat
2. Be better than "Good Enough"
3. Own the handoff
4. Admit mistakes
5. Get to yes
6. Share information your customer wants
7. Ask for feedback
8. Share feedback reactions
9. Small acts have a big impact
10. First impressions

Effective school customer service always begins with a customer-focused mindset. School staff must see their individual roles as vital to the school's success, as well as seeing the benefits it can provide to them personally.

For more details about these tips, along with other helpful ideas, visit the [link](#).



“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



“Picture the Possibilities”



<http://www.facebook.com/>

Visit Our Website

www.gaeop.weebly.com

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Wyatt Bentley, Associate Director, Human Resources

Gayna Breeze, CEOE, GAEOP President Elect

Trinda Burdett, GAEOP Secretary

Cindy Dunn, Director - Elementary, School Leadership & Improvement

Patrick Flanagan, Director, Human Resources

Virginia Glaittli, GAEOP Treasurer

Brandon Moore, Principal, Frost Elementary

Stephen Perschon, Director - Secondary, School Leadership & Improvement

Bonnie Seastrand, GAEOP Elementary West Representative

The advisory committee meets monthly

to discuss issues concerning the Granite School District office professionals.