



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



My son recently registered for classes for his senior year of high school. He worked hard to find a balance between courses that fit his interests, those that filled graduation requirements, and those that prepared him for future opportunities. The best class choices were those that fit multiple criteria. I enjoyed discussing options with him and seeing his interests expand as he considers the future.

Although high school classes may be long past for many of us, personal learning is something we can continue throughout our careers. We have many opportunities to intentionally learn new things. No matter what our age or how much experience we have in our jobs, there is always more to learn. Job descriptions continue to evolve. Technology plays an ever greater role in our ability to succeed in our responsibilities and prepare for new opportunities.

What does “professional development” mean to you? Is it attending a required conference or in-service class? Enrolling in a college course? Participating in an online class? Watching an instructional video on YouTube? Sharing tips and tricks with colleagues? Reading a book about resilience or emotional intelligence? Learning mindfulness practices? Of course, professional development includes all of these. Once we start looking it’s possible to find professional development moments in every day.

Do you have a personal plan for your professional development? Abigail Adams said, “Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.” We learn the most when we are intentional in seeking knowledge and skills. I would love to hear what you are learning. Some suggestions for finding online training pertinent to school and district secretaries:

GAEOP President’s Message

- Vector trainings offered through Granite District. Have you looked at courses beyond what you are assigned at the beginning of the year? You may be surprised at how many courses are relevant to your current job and give greater context to your understanding of your role in education.
- LinkedIn Learning (formerly Lynda.com) is available for free through the Salt Lake County Library. This is a great resource for learning how to better utilize programs and apps such as Excel, Word, and Teams. Whether you are an advanced user or just getting familiar with a program, you can find a course that helps you increase your skill level. A list of suggested LinkedIn Learning courses is available on our website, gaeop.weebly.com.

The COVID-19 pandemic has limited many of our in-person training sessions. I have missed them! At the request of the Secretaries’ Advisory Committee, made up of secretaries and district administrators, we will be sending you a survey about training. We appreciate your willingness to share your feedback on this survey.

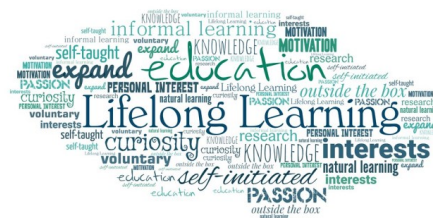
GAEOP Executive Board Nominations and Elections are open to all current members. If you are interested in serving, email Teresa Himmelberger, Nominations and Elections Chairman, thimmelberger@graniteschools.org with any questions and to acquire the application. See page four for more details.

Have a wonderful month!

*Julianne Hamblin, CEOE
GAEOP President*

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Office Professionals' Spotlight

Submitted by Jessica Inman, "The LINK" Editor

Kristin Fitzgerald- Evergreen Jr. High



Kristin is the Bookkeeper at Evergreen Jr. High. After having worked in the insurance industry for 15 years, she decided it was time for a change. This past summer when the financial

secretary position opened up, she was ready to start working full time again. Kristin is married to the best husband ever, Mike. Together they have three children; Jordyn, Mason, and Eli. They moved here from Oklahoma four years ago when her husband was offered a job and they jumped at the chance to be close to the mountains. In her spare time she loves to hike, spend time with her family, try different restaurants, travel, garden, and watch her kids play sports!

Heather Birrell- Olympus Jr. High



Heather is the Counseling Secretary at Olympus Jr. High, but prior to this job she had worked part-time at a variety of places over the last 18 years. Heather's parents and grandparents

were educators and she has always had a love for school and learning. Heather is married with one daughter who is a senior in high school and has two dogs. In her spare time she loves running, reading, traveling, and college football (Go USC!). She has run one full marathon and a number of half marathons and 5Ks. Her favorite half marathons have been the Disney and National Park. Last summer she ran the Mt. Rainier half marathon with her parents, husband, and daughter.

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

Transfers

Stephanie Rodriquez Principal Secretary
Cyprus HS from Cyprus Asst Bookkeeper

Monica Andreason Assistant Bookkeeper
Cyprus HS from Cyprus Guidance Clerk

Sonia Lopez Principal Secretary
Frost Elementary from Benefits Office

Sheyla Holt Administrative Secretary
Benefits office from Monroe 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



PSP/GCPS Recipients

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

New

Lisette Chavez Cyprus High
Bachelor's Degree

Recertification

Ruth Brown Bennion Jr. High
Entry Level

Debbie Okelberry 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>.



February Awareness Month

Submitted by Jessica Inman, "The LINK" Editor



In 1976, President Gerald Ford declared February as Black History Month, however it was created by Carter Woodson, a twentieth-century historian, who recognized that Black

Americans were not adequately represented in the study of American history. Carter hoped for the day when Americans would accept Black history as an important part of American history. Black Americans are still actively advocating for proper representation today in a society that has proven to still be in great divide. Since its origination, the purpose of Black History Month has evolved from a place of simply recognizing Black history as a part of American history to a time for all Americans to celebrate achievements of Black Americans, recognize the role they have played in American history, and bring awareness to the struggles they continue to face today. It is also a time for all Americans to actively advocate for equality.

February was chosen to coincide with the birthdays of President Abraham Lincoln, who issued the Emancipation Proclamation in 1863 and approved the Joint Resolution of Congress in 1865 by submitting a proposed 13th amendment to state legislators which abolished slavery. February was also chosen to coincide with the birthday of Frederick Douglass. Frederick was born into slavery as Frederick Augustus Washington Bailey in 1818 in Maryland. He later escaped slavery in 1838, took on the last name Douglass and became a noted civil rights advocate, author, and public speaker.

There are endless resources and notable individuals who have impacted Black history and society today. We have so much more work to do, don't become complacent, become an advocate for equality.

For more information about Black History Month, please visit:

<https://nationaldaycalendar.com/national-black-history-month-february/>

<https://www.history.com/topics/black-history/black-history-month>

Tried & True Recipe

Submitted by Cindy McCleve, Matheson Jr. High

Hot Hamburger Dip

Ingredients:

- 2 lbs. hamburger, cooked and drained
- 1 large onion, chopped
- 1 large green bell pepper, chopped
- 1 15 oz. can tomato sauce
- 1 15 oz. can stewed tomatoes
- 2 cans diced green chilis (hot or mild)
- Optional: 1 diced jalapeño or 1 jar jalapeños including juice. Add cheese to your liking.

Directions:

1. Mix all ingredients together in a crockpot.
2. Cook on high for at least four hours.
3. Serve with Fritos, tortilla chips, or any other chips of your choice.



GAEOP Board Nominations and Elections

Submitted by Teresa Himmelberger, GAEOP Immediate Past President

If you are interested in a position on the GAEOP Executive Board, please reach out to Teresa Himmelberger, Nominations and Elections Chairman, to obtain the application, thimmelberger@graniteschools.org

Join the GAEOP Executive Board

GAEOP is looking for qualified candidates for the 2022-23 year to fill open positions on the GAEOP Executive Board. We need YOU!

Do you enjoy....

- Putting your creative mind to work
- Networking with fellow office professionals
- Working through issues facing (or impacting) office professionals
- Being part of a TEAM

Nominations are being accepted now through March 1, 2022.

Each position has a requirement of at least one year as a member of GAEOP prior to nomination

President Elect - Perform duties of President in the absence of the President. Assume duties and authority of the President for the unexpired term of the President in the event of a vacancy in the office of the President. Attend all Executive Board meetings and Granite Board of Education meetings as assigned. *(Must have two years of experience on the GAEOP Board and two consecutive years as a GAEOP member).*

Secretary - Keep accurate records of the proceedings of the association and of each Executive Board meeting. Copies of the minutes of each meeting shall be sent to each Executive Board member within 7-14 days for review following the meeting. Attend all Executive Board meetings and Granite Board of Education meetings as assigned.

Historian - Maintain a history of the Association by gathering pictures, articles, and other information, including committee reports of Association events and membership participation by placing information in the History Book. Attend all Executive Board meetings and Granite Board of Education meetings as assigned.

Membership - Seek ways to advertise for membership. Make every effort to contact all eligible professionals. Work with board members to welcome new employees; explain about the association; issue invitation to join. Attend all Executive Board meetings and Granite Board of Education meetings as assigned.

Executive Board Member - Work with the Membership Chairman to welcome new employees. Actively communicate with the respective group on matters of GAEOP. Attend all Executive Board meetings and Granite Board of Education meetings as assigned.

High School Representative - Work with the Membership Chairman to welcome new employees. Actively communicate with the respective group on matters of GAEOP. Attend all Executive Board meetings and Granite Board of Education meetings as assigned.

Jr. High Representative - Work with the Membership Chairman to welcome new employees. Actively communicate with the respective group on matters of GAEOP. Attend all Executive Board meetings and Granite Board of Education meetings as assigned.

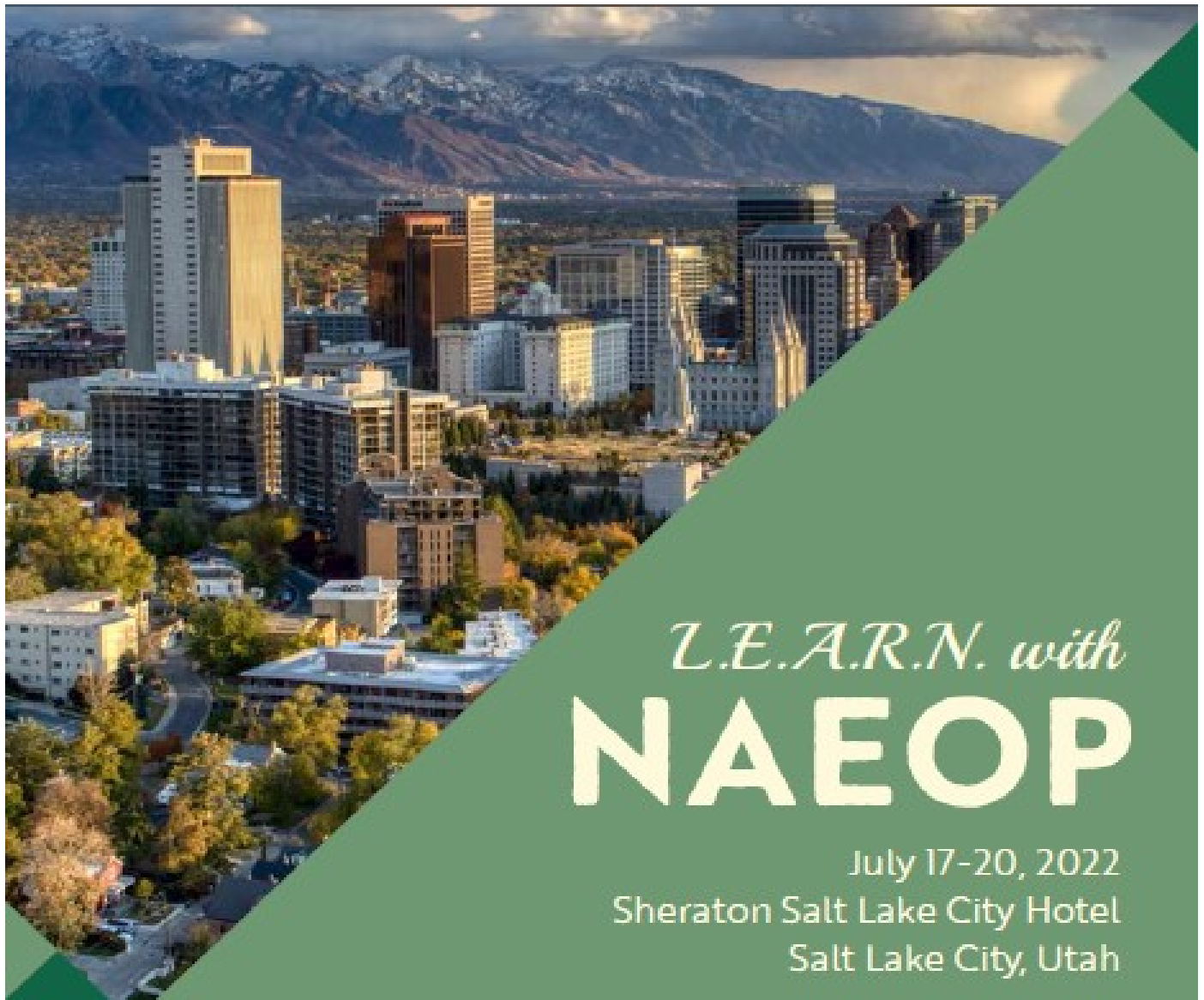
Elementary West Representative - Work with the Membership Chairman to welcome new employees. Actively communicate with the respective group on matters of GAEOP. Attend all Executive Board meetings and Granite Board of Education meetings as assigned.

Elementary East Representative - Work with the Membership Chairman to welcome new employees. Actively communicate with the respective group on matters of GAEOP. Attend all Executive Board meetings and Granite Board of Education meetings as assigned.

Part Time Representative - Work with the Membership Chairman to welcome new employees. Actively communicate with the respective group on matters of GAEOP. Attend all Executive Board meetings and Granite Board of Education meetings as assigned.



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 materials will be coming soon - This is a great way to earn GCPS/PSP credit with quality professional development at the national level. More details to come.

NAEOP Virtual Summit

Submitted by Teresa Himmelberger, GAEOP Immediate Past President





New Year, New You!

2022

February 15 & 17, 2022
12:00-3:30 pm EDT (with ½ hr. break)
6 Hours of In-Service

Registration is \$100 - Members will receive a \$50 discount
<https://www.naeop.org/virtual-winter-summit>

Did you Know?

Submitted by Gayna Breeze, NAEOP Southwest Area Director



Did you know that as an educational office professional, you are invited to participate in the many benefits of GAEOP and benefits of NAEOP (National Association of Educational Office Professionals)? If you are receiving this newsletter, it is likely there is something that can benefit you in your professional and personal growth. The mission of NAEOP is to provide professional growth through Leadership, Education, Achievement, Recognition, and Networking (L.E.A.R.N.) opportunities for educational office professionals.

Right now, NAEOP is offering several professional development opportunities you can sign up for whether you are a member or not. Included in this newsletter is information about our virtual summit featuring two nationally recognized presenters, and the NAEOP Annual Conference, which will be held right here in Salt Lake City, July 17-20, 2022. Having it so close to us is a unique opportunity you will not want to miss. The last time it was held in Salt Lake City was 2001. Think about making it a priority to attend and enjoy networking with colleagues and job counterparts from across the nation while participating in up to 25 hours of professional development throughout the week.

As I mentioned above, you can register for these events even if you are not a member. However, joining NAEOP affords you a much greater value in price plus additional benefits of belonging to councils and areas which link you to other office professionals throughout the United States, access to other leadership opportunities, reduced conference registration fees, scholarships, and much more.



You may click on this link [NAEOP Membership](#) to learn more about the benefits of joining NAEOP.

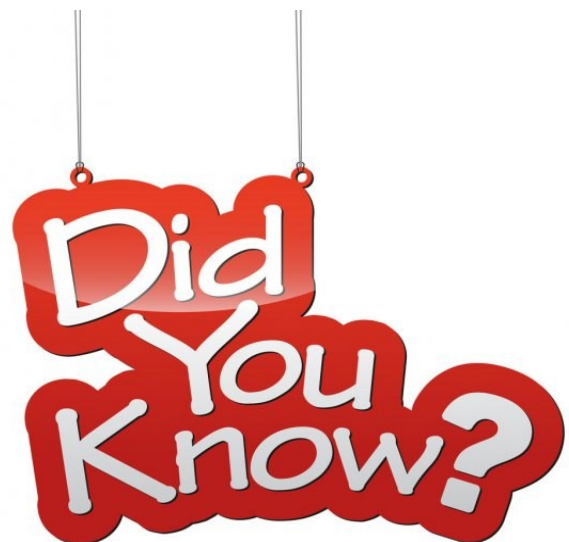
For more information, feel free to reach out to me, Teresa Himmelberger, or any other NAEOP members throughout our district.

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NAEOP 2021-22 Vice President
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Granite AEOP 2021-22 Immediate Past President
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Going the Extra Mile “GEM” Award

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

Congratulations - **Sonia Wonsowski,** Granger Elementary



“Sonia is the go to girl for the office. She does a little bit of everything from registration, parent liaison, lunch recess duty, delivering food and meal kits to classrooms, translating, and so much more. She helps take care of sick kids and the ones who get sent to the office for discipline. I

think she knows everyone's name, from the children to the staff. She is the person in the office who everyone goes to for answers to their questions and to help with everything.

She is able to work well with parents because she has such a calming influence on those around her. Even when she is not at work she will be texted constantly with questions. We have a new secretary and administration this year and Sonia has been invaluable in helping to keep the office running.

Sonia helps me in the Media Center for seven hours a week, and while she is with me there will always be someone running in to ask her for help or to have her answer a question. She always has such a positive attitude and works so hard at helping our school office be successful. Everyone needs and loves Sonia!”

Nominated by: Heather Arauzo



Pictured left to right: Kelly Urquiola, Mary Fasig, Sonia Wonsowski, Heather Arauzo, Dave Holt (Principal)

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 recognize you by 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!

February Nominees:

- | | |
|-------------------|------------------------------|
| Tresa Brown | Kearns Jr. High |
| Dawnette Dial | Granite Park Jr. High |
| Janene Fordham | Accounting |
| Virginia Glaittli | Beehive Elementary |
| Cristi Green | Granite Education Foundation |
| Kelly Hazel | Skyline High |
| Jennifer Justesen | Skyline High |
| Kim Lovato | Skyline High |
| Debbie Paul | Taylorville High |
| Kacie Pfeil | Cottonwood High |
| Carol Seastrand | Skyline High |
| Kim Wolfenbarger | Eastwood Elementary |

To nominate a deserving office professional for the GEM award, follow this link here: [GEM Award nomination](#)



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.

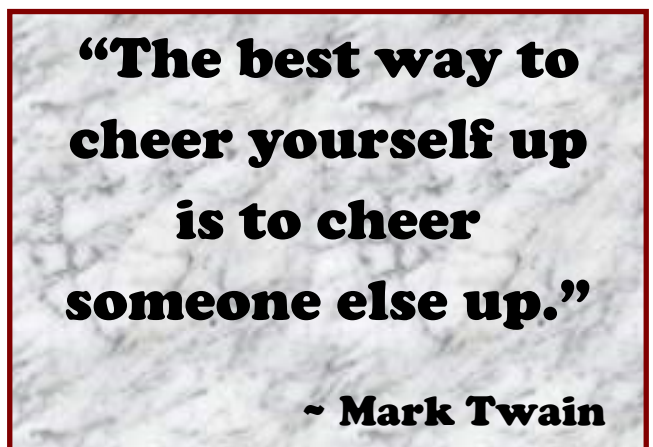
Dates & Deadlines

February 7-8, 2022	Elementary SEP Conferences
February 8-9, 2022	Sr. High PT Conferences
February 9-10, 2022	Jr. High PT Conferences
February 11, 2022	Compensatory Day/No School
February 15 & 17, 2022	NAEOP Virtual Summit
February 21, 2002	Presidents Day/No School
February 22, 2022	Student Recess Day
July 17-20, 2022	NAEOP Annual Conference Salt Lake City, Utah



Our Ripples

Submitted by Julianne Hamblin, CEOE, GAEOP President



~ Mark Twain

GAEOP Member Birthdays

Submitted by Brooke Obray, GAEOP Membership Chairman

February

1

Mary Fasig
Granger Elementary

2

Brooke McMasters
Twin Peaks Elementary

4

Tiffani Robison
Olympus High

6

Cathy Bird
Skyline High

Michelle Raymond
Kearns Jr. High

7

Ramona Shaw
Bonneville Jr. High

11

Lyndsay Fraser
GTI

12

Rose Elkins
Purchasing

14

Deann Jensen
Bennion Jr. High

Sauna Ross
Special Education

15

Jeanette Liddell
Copper Hills Elementary

19

Juliene Christensen
Valley Jr. High

20

Celeste Bauer Elmer
Hunter High

Koloneita longi
Academy Park Elementary

21

Teresa Himmelberger
Payroll Office

22

Karen Elkins
Western Hills Elementary

Michelle Foster
Budget Office

Diane Roberts
Bridger Elementary

24

Karalee Olson
Eisenhower Jr. High

25

Stephanie Mason
Upland Terrace Elementary

Ann Shields
Matheson Jr. High

26

Pam Hopper
Valley Jr. High

Jana Klein
Resource Development

28

Janet Arakaki-Moulton
Career & Technical Education





“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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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 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.