

THE Link

January/February 2023

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

Inside:

- 2 Office Professionals Spotlight Did You Know
- 3 Welcome Office Professionals PSP/GCPS Recipients GAEOP Member Birthdays
- 4 GAEOP Member Birthdays
- 5 Dates & Deadlines Power of Positivity Membership Application
- 6 Celebration Month
- 7 Board Position Openings
- 8 GEM Winner Kudos Corner
- 9 GEM Nomination Where to Find Help
- 10 Who To Contact List
- 11 Professional Development
- 12 2022-2023 GAEOP Board 2022-2023 Advisory Committee



"Picture the Possibilities"

GAEOP President's Message



Does the icy February weather leave you feeling like you will never be warm again? Do you battle the mid-winter blues?

Does your list of responsibilities and tasks seem to grow at a pace where you might never be caught up again? You are not alone. We all feel "stuck" at times. Here are some tips that have helped me at different times when I have felt stuck or overwhelmed.

- Start with an easy thing to get you going. Getting started is often the hardest step. Don't worry if you don't have all the steps clearly outlined in your mind. Just get started – the next steps will often become clearer after you get started.
- Move more. You may not have time for an hour-long workout, but be deliberate about adding more physical movement to your day. Walk around the block (or the building), stand and stretch, ride a stationary bike while listening to a favorite podcast or watching a show on Netflix.
- Eat more vegetables. Rather than focusing on eliminating all "unhealthy" foods, think about ways to eat five vegetables and fruits each day. As you get better at adding in these healthy foods, you may be surprised to find yourself reaching for the unhealthy foods less often.
- Set a timer. Work on a task for 15 minutes, then give yourself permission to move on to something else you need to do.
- Celebrate small accomplishments. Focus on what you finished today, rather than all the things you didn't cross off your list.

- Set and use automated reminders on your calendar or phone. These reminders can keep you from forgetting important tasks while still allowing you to focus on other necessary responsibilities.
- Start with the task you dread the most. The one you have been putting off. When you find yourself focusing only on the easy tasks and avoiding a project. Get that weight off your mind and shoulders. As author Brian Tracy says, "The first rule of frog eating is this: If you have to eat two frogs, eat the ugliest one first." (*Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*)

What are some of your favorite tips for succeeding when life starts to feel out of control?

The Going the Extra Mile Award, or "GEM," provides a way to recognize office professionals who demonstrate excellence in their job. Office professionals have many responsibilities every day and are in the unique position to realize when another secretary does an especially good job. When you notice someone doing a great job, tell them. Express appreciation for "that thing" they did for you that really helped. You might even consider nominating them for the monthly GEM award. Nominating is easy – just click the [GEM Nomination Link](#) any time to fill out the form and tell us about the great things you notice. See page eight for more information about this month's winner and nominees.

I appreciate working with the fantastic office professionals in Granite District. You make a positive difference in my world each and every day.

All my best,

*Julianne Hamblin, CEOE
GAEOP President*

Office Professionals' Spotlight

Submitted by Marilee Evans, "The LINK" Editor

Sarah Guyer, Jefferson Jr Bookkeeper



I have worked in various jobs but as I started a family I decided that I wanted to work in a school as a secretary so that I could be home with my kids as much as possible while still working. I previously worked in Jordan School District as an Attendance Secretary. I live in Granite School District and really wanted to work in the same district that my children attended. I am so grateful for this job at Jefferson and feel like I have finally found my "home".

I have a wonderful husband and three awesome children. My oldest is a senior, then I have a sophomore and my youngest is in fourth grade. We have our own Scooby Doo named Andy who's a Great Dane Mastiff. We spend lots of time as a family playing games and camping.

I love to sing, bake and do anything outdoors while its warm.

Enory Martinez, Special Education



I've worked in various fields throughout my life, starting out at a snow cone shack at the age of 15. My main experience being in an office setting with my longest position at a collections agency, where I was for four years before selling life insurance for a summer (that was fun). Then I transitioned to a career in real estate where I worked in

Business Development for a mortgage lending company before coming to GSD. I've always longed to work in a field related to helping children/students in some way and when I heard about this position that opened, I went ahead and applied!

I am number three of four girls, no boys, except for our boy chihuahua that we grew up with. I have two beautiful children, ages ten and two and our furry family member (kitty) Zorro. We speak Spanish, English, and Spanglish in our household. My daughter and I hold some sort of telepathic communication because we always finish each others thoughts/sentences.

I enjoy anything that has to do with art; drawing, coloring, painting, rearranging/organizing my home. I love to eat and try new foods, I don't enjoy cooking much but I challenge myself to at least learn a new recipe a week. I enjoy watching historical documentaries or movies with an older time-setting. I love hanging out with my kids, watching movies, enjoying the outdoors, trying new snacks, and anything that will get their energy out! I LOVE learning and reading/listening to books/podcasts about the mind, self-development, parenting tips, or even spiritual knowledge/practices. I've grown to love knowledge and love it when I acquire a new thought. I've learned that I haven't even the slightest idea of the wonders/knowledge the world holds, and thus am a very open-minded person. I enjoy exercising and fueling my body with what makes it feel good and am so intrigued with how the body works and how it is greatly affected by food/emotions/exercise.

Did you Know?

Submitted by Gayna Breeze, GAEOP President Elect



GAEOP sponsors three different Scholarships. One is for high school students, the other two are for GAEOP members.

The **Pursuing Excellence** scholarship is for high school seniors planning to continue their education in a business or office-related career. This year's winner will be announced in our March edition of the LINK.

The **Winona Fullmer GAEOP Member Scholarship** is designed to assist members of the Granite Association of Educational Office Professionals (GAEOP) who are furthering their education at a higher level institution.

The **NAEOP Conference Member Scholarship** is designed to assist members of GAEOP who are pursuing a Professional Standards Program Certificate (PSP) or the Granite Certified Office Professional (GCOP). GAEOP offers members an opportunity to further their knowledge, networking, and professional development credit by attending a NAEOP Conference. The NAEOP Annual Conference is July 16-19 this year in Omaha, NE. The scholarship will pay for registration/travel up to \$750.00. [Application Link](#). If you have any questions, please reach out to Julianne Hamblin or Gayna Breeze. Application deadline: March 10, 2023.



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](#)

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

Transfers

Julie Larsen
Diamond Ridge

Principal Secretary
from Diamond Ridge

Jamie Denner
Diamond Ridge

Office Clerk
from Diamond Ridge Para



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

Recertification

Gayna Breeze
Bachelor's with CEOE

Planning & Boundaries

Julianne Hamblin
Bachelor's with CEOE

Planning & Boundaries

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>

GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chairman

January 1 Lesa Campbell
Warehouse

January 19 Diane Gilmore
Fox Hills Elementary

January 4 Melanie Sotele
Frost Elementary

Rachelle Betsuie
Hunter High

Mindy Scherzinger
Gear Up, District Offices

Shauna Ross
Special Education

January 7 Teresa Evans
Cottonwood High

January 20 Shawna Cluff
Churchill Jr High

Tanya Sargent
Driggs Elementary

Donna Leppink
Fremont Elementary

January 9 Lola Dunn
Fox Hills Elementary

Ashley Beesley
Teacher Support

Darla Tolman
Prevention & Student Placement

January 24 Monika Andreason
Cyprus High

January 17 Kim Nickerson
Rolling Meadows Elementary

January 25 Kelly Oveson
Bates Foods

Kelly Hazel
Skyline High

Elizabeth Miller
Valley Crest Elementary



GAEOP Member Birthdays Cont.

Submitted by Marilee Evans, GAEOP Membership Chairman

February 1 Mary Fasig
Granger Elementary

February 2 Kiku Oldroyd
Cottonwood High

Brooke McMasters
Twin Peaks Elementary

February 4 Diane Fife
Bridger Elementary

Tiffani Robison
Olympus High

Adrianna Telck
Valley Jr High

February 5 Sheri Smith-Hoffman
Architectural Services

February 6 Michelle Raymond
Kearns Jr High

Cathy Bird
Skyline High

February 8 Crystal Dial
Granite Park Jr High

February 9 Laurie Atkins
Kearns High

February 11 Lyndsay Fraser
GTI

February 12 Jenny Hernandez
Hillside Elementary

Rose Elkins
Purchasing Department

February 15 Jeanette Liddell
Copper Hills Elementary

February 20 Koloneita Iongi
Academy Park Elementary

Cristi Green
Granite Education Foundation

Celeste Bauer Elmer
Hunter High

February 21 Teresa Himmelberger
Payroll Office

Nancy Morales
Bonneville Jr

February 22 Diane Roberts
Bridger Elementary

Michelle Foster
Special Education

Karen Elkins
Western Hills Elementary

February 23 Heidi Clark
Communications

February 24 Karalee Olson
Eisenhower Jr High

Gloria Kidd
Hunter High

February 25 Ann Shields
Matheson Jr High

Stephanie Mason
Upland Terrace Elementary

February 26 Jana Klein
Resource Development

Pam Hopper
Valley Jr High

February 28 Janet Arakaki-Moulton
Career & Technical Education



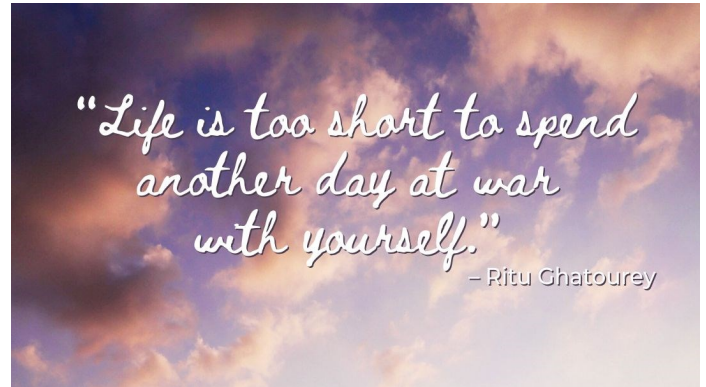
Dates & Deadlines

February 10	Compensatory Day (Student Recess Day)
February 14	Valentine's Day
February 17	Teacher Contract Day (Student Recess Day)
February 20	President's Day District Closed
March 24-30	Spring Break
July 16-19	NAEOP Conference (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 Lindsey Larsen, Membership Chairman, 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).

February is Heart Health Awareness Month

Submitted by Marilee Evans, "The Link" Editor

Focusing on your heart health has never been more important.

Heart disease is the leading cause of death in the United States. But you can do a lot to protect your heart. [Learn more about heart-healthy living.](#)

Prioritizing your heart can help you avoid severe illness. People with poor cardiovascular health are also at increased risk of severe illness.

Self-care is heart-health care. Practicing self-care can keep our hearts healthy. Being physically active, eating healthier foods, getting enough sleep, not smoking, and finding healthy ways to reduce stress can help prevent heart disease. And, when we take care of our hearts, we set an example for those around us to do the same.

Get to know #OurHearts! Learn what a healthy blood pressure, cholesterol, weight, and blood sugar level is for you and how they impact your risk for heart disease. Having a basic understanding of information that concerns your health and using the information to inform health-related decisions and actions for yourself and others, is strongly linked to better health. Start Planning and Get Involved!

Use Outreach Materials in Your Community: Find fact sheets, drop-in articles, PowerPoint slides, and more on the [American Heart Month page.](#)

7 Days of **Self-Care**

#SelfcareSunday



Create your **self-care checklist** for the week

#MindfulMonday



Know your **blood pressure numbers** and other heart stats

#TastyTuesday



Try a **tasty, heart-healthy recipe**

#WellnessWednesday



Put your **heart** into your wellness routine

#TreatYourselfThursday



Treat your heart to some **relaxation and fun**

#FollowFriday



Share who inspires you to show your heart more love

#SelfieSaturday



Post about your favorite way to take care of **your heart**



#OurHearts



GAEOP

Is looking for Office Professionals to fill positions on the Executive Board for the upcoming 2023-2024 year

If you enjoy . . .

- ★ Putting your creative mind to work
- ★ Networking with fellow office professionals
- ★ Being aware of issues facing (or impacting) office professionals
- ★ Contributing to positive solutions
- ★ Being part of a working family
- ★ Having fun

Then this job is for you!

The following positions are up for election this year and we are accepting nominations now through March 1, 2023.

Vice President (1 year position) - Perform duties of President in the absence of both the President and President-Elect. Attend all regular and special meetings of the Association. Attend Board of Education meetings. Fill any assignments assigned by the President.

Historian (2 year position) - Attend all regular and special meetings of the Association. 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.

Administrative Board Member (2 year position)

Part-Time Board Member (2 year position)

Elementary East Board Member (2 year position)

Elementary West Board Member (2 year position)

Responsibilities of Board Members:

- ★ Attend all regular and special meetings of Association
- ★ Fill any assignments assigned by the President.
- ★ Attend Board of Education meetings.
- ★ Work with Membership Chairman to welcome new employees.

Please send nominations to Julianne Hamblin jhamblin@graniteschools.org

February GEM Winner

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

Andrea Ingleby, Valley Crest Elementary

Nominated by Hannah Bohman

Andrea is a super star in the office! On our delayed start day, due to snow, we didn't have a Principal or Assistant Principal in the building and Andrea took charge making sure things ran smoothly. She even helped make a decision to have our school do a different, combined fun lunch and lunch recess and it went great! She is the glue that holds us all together and I don't know what we would do without her! Thank you Andrea for going above and beyond!



Andrea Ingleby (left) pictured with Michelle Christoffersen, principal

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

- Courtney Call, Wasatch Jr. High
- Kim Wolfenbarger, Eastwood Elementary
- Amy Wolters, Vista Elementary



Customer Service Checklist

- ✓ **Acknowledge people immediately.** Greet the parent AND the child. Try to learn as many faces as possible.
- ✓ **Treat every patron who visits or calls like a school board member.** Treat every staff member like the superintendent.
- ✓ **Have pride in your job and the school/department,** and let people know you care in your verbal and nonverbal communication.
- ✓ **Be empathetic and seek to understand.** Remember that if someone has a concern, the topic is important to them. It should be important to you too.
- ✓ **Know basic facts** about your school, the district, critical policies, safety protocols, and other pertinent information for students and families.
- ✓ **Be mindful of confidentiality.** Avoid gossip, especially about matters concerning protected student information.
- ✓ **Know the process** your school or the district uses when handling inquiries. Share that information when parents and others ask you for assistance.
- ✓ **Cultivate the respect you deserve** by adhering to dress and appearance standards.
- ✓ **Listen.** Sometimes people do not necessarily expect a prompt resolution. Often they need someone who will simply allow them to share their thoughts and concerns without interruption.

Going the Extra Mile “GEM” Award Nomination

Submitted by Gayna Breeze, President Elect



Have you ever wondered what the “Going the Extra Mile Award” is, and how people get it?

This award, also known as the GEM award, was implemented by the Granite Association of Educational Office Professionals (GAEOP) Executive Board to recognize outstanding office professionals who consistently excel in their duties or who have gone the extra mile for someone else in a specific way that deserves recognition.

- **Who can nominate?** Anyone; including administrators, PTA, parents, teachers, students, and other office professionals.
- **Who can be nominated?** Amazing secretaries, receptionists, lunch clerks, attendance and guidance counselor clerks, bookkeepers, registrars, and other office staff who demonstrate exceptional service, aptitude, and dependability.
- **How do I nominate?** Use this [GEM Nomination Link](#) or this QR code and fill out the form. Contact Carol Seastrand or Dawnette Dial with any questions. They are the 2022-23 GEM Award co-chairmen and will be happy to assist you.



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.

Where to Find Help

Submitted by Christy Margetts, School Leadership & Improvement



We have quite a few new secretaries that have joined us this past year and we are so happy to have you work with us in Granite School District. Thank you for all your hard work! Being a secretary is a very busy job and there are always lots and lots of questions. For those that have been here longer, things are constantly changing, and we have questions also!

There are many resources that we can use to find answers to the questions that we have:

- The best place to go is to the specific department responsible for the program in question. The “Who to Contact Help List” on page 10 has contact information for many district departments. You can also [download](#) the list and save it to your desktop as a quick reference
- The district website provides a wealth of information about what’s going on in different departments.
- The district intranet.
 - ~ [Administrator and Office Staff Resources](#)
 - ~ [Accounting Knowledge Base](#)
- If you are new, you can always call your mentor or a school secretary in a similar position.
- Here at School Leadership & Improvement, we are also happy to help:
 - ~ Secondary Schools – Sam Basham, extension 4535
 - ~ Elementary Schools – Kim Winegar, extension 4537 & Christy Margetts, extension 4510

We would really like to stay away from overusing the secretary listservs to ask frequent questions. The listserv emails go to many other employees, not just secretaries. The secretary list serve is for distribution of information to the entire group. Usually, secretaries will be on the receiving end. The listserv should not be frequently used to ask general questions if you can call a department directly.

Thanks again for all you do!

Secretary Who to Contact Help List

Program/Area	Department	Contact	Phone / Ext
A/P - accountant	Accounting	Traci Peterson	4306
A/P - IBs	Accounting	Jannette LaRose	4316
A/P - letters A-D	Accounting	Cassie Jensen	0153
A/P - letters E-J	Accounting	Heidi Hanson	4305
A/P - letters K-P	Accounting	Shasta Stoner	4304
A/P - letters Q-Z	Accounting	RayDean Hill	4303
A/P - secondary	Accounting	Suzanne Kirk	4708
Administrator Onboarding	School Leadership & Improvement	Marilee Evans	4541
Badge Access		Jon Fasselín	5701
Bell System		Kirk Weaver	2246
Benefits	Benefits	Colleen Lynch	4528
Boundaries	Planning & Boundaries	Gayna Breeze	4123
Budget Office	Budget Office	Jacqueline Carrillo-Valle	4554
Building Rentals	Planning & Boundaries	Gayna Breeze	4123
Communications	Communications	Darla Williams	4420
Curriculum	Curriculum	Doreen Yates	4543
Custodial	Maintenance	Stephanie Ostendorf	5634
Discovery/Blackboard	Information Systems	IS Facilitators	2500
Fixed Assets	Accounting	Kim Dixon	4301
Food Services		Liz Garza	5508
Granite Education Foundation		Cristi Green	4482
Granite Police		Chief Porter	801-481-7122
Granite Wellness Center			801-964-9355
GTI	Career & Technical Education	Kathy Roos	4389
Help Desk	Information Systems		4524
Homeschool/Home Hospital	Special Education	Jennifer Vargo	6040
HR - administrators	Human Resources	Leesa Rij	4517
HR - classified, secretaries	Human Resources	Stephanie Maarse	4245
HR - elementary teachers	Human Resources	Stefanie Meier	4549
HR - hourly & volunteer coaches	Human Resources	Nanners Himmer	4511
HR - licensing	Human Resources	Linda Horton	7055
HR - paras, contractors, ESL	Human Resources	Ann Gordon	4551
HR - retirement, evaluations	Human Resources	Katy Timothy	4344
HR - secondary teachers	Human Resources	Jessica Inman	4576
HR - substitutes	Human Resources	Jodi Halaeua	4210
Information Systems		Annie McKenzie	4509
Land Trust/ESSER Budgets	Organizational Effectiveness	Rebecca Johnson	4574
Language Interpreters	Ed Equity	Samantha O'Hara	4205
Nursing Services	Special Education	Janice Reading	4246
Payroll	Payroll	Teresa Himmelberger	4311
Payroll - special activities & mileage	Payroll	Jesie Canning	4314
Payroll - W4s, deductions	Payroll	Ali Humphrey	4313
Phone Help	Information Systems	Brian or Doug - use work order system	
Preschool	Preschool	Jaclyn Brunson	4670
Prevention & Student Placement		Debbie Allen	4387
Printing		Anna Williams	4556
Projected Enrollment	Risk & Property Management	Julianne Hamblin	4409
Property & Liability Insurance	Risk & Property Management	Julianne Hamblin	4409
Purchasing - buyer	Purchasing	Dean Pope	4563
Purchasing - buyer	Purchasing	Jess Haws	4565
Purchasing - buyer	Purchasing	Maile Laresn	4552
Purchasing - buyer	Purchasing	Julie Fisher	4309
Purchasing - buyer	Purchasing	Danielle Kitchen	8454
Purchasing - director	Purchasing	Jared Gardner	4561
Purchasing - secretary	Purchasing	Rose Elkins	4562
Purchasing - hourly secretary	Purchasing	Harley McCall	4564
School Gate Guardian (red box for background checks)			
Security Systems		Mark Peterson	5630
SLID - elementary	School Leadership & Improvement	Christy Margetts	4510
SLID - elementary	School Leadership & Improvement	Kim Winegar	4537
SLID - secondary	School Leadership & Improvement	Sam Basham	4535
Special Education	Special Education	Michelle Foster	7336
Special Education - elementary	Special Education	Cindy Jacobson	4657
Special Education - secondary	Special Education	Enory Martinez	4647
Surplus	Warehouse	Dave Greer	5683
Tech Help	Ed Tech	Tech Coach or Library Tech Coach at school	
Textnology Budget	Ed Tech	Trinda Burdett	7115
Title I Budgets	Organizational Effectiveness	Jana Klein	4584
Transportation	Transportation	Leslie George	4280
Transportation - Dispatch	Transportation	Daniel Gibson	1024
Transportation - Dispatch	Transportation	Jeff George	7152
Transportation - Field Trips	Transportation	Carina Anderson	7153
Vector Training	Policy & Legal	Joe Cramer	4497
Warehouse		Lesa Campbell	4286
Websites	Communications	Dmitri Carapezza	4579

Professional Development Opportunities

Submitted by Trinda Burdett, Educational Technology, GAEOB Secretary

A big thanks to Kim Dixon for putting on our Asset training in January! We had a lot of great questions asked and received some valuable information to help us in tracking all those items that come into our buildings. If you still have questions or need help, please don't hesitate to reach out to her. Keeping track of so much information can be overwhelming, so work with your administrator and produce a plan and team to help you. Here are a couple of basics for those that are just getting started:

1. Any asset purchased with a unit cost of \$200 or more must be inventoried and tracked. It would be helpful to keep this as 3 separate tabs on a worksheet based on the level in which it is tracked.

- a. School or Department \$200-\$999.99
- b. Accounting \$1,000-\$4,999.99
- c. Accounting \$5,000 or more

2. What items are considered assets?

- a. A/V equipment
- b. Cameras
- c. Computers
- d. Lab Equipment
- e. Maintenance Equipment
- f. Miscellaneous (art, refrigerators, scoreboards, etc)
- g. Musical Instruments
- h. Office Machines
- i. Safety Equipment
- j. Vehicles

3. What information do I need to keep track of?

- a. Asset #
- b. Item Description
- c. User/Room #
- d. Acquired Date
- e. Budget used for purchase
- f. Vendor
- g. Manufacturer
- h. Model
- i. Quantity
- j. Unit Cost
- k. Serial #



If you don't already have an asset tracking list, start with this fiscal year and go from there. Look at Purchase Orders, Pay Vouchers, P-cards, and school checks and start making your list. And most of all, don't stress. Reach out if you need help!

We have our next PD set up for **Friday, March 17th** – mark your calendar now and join us to learn more about **Emergency Protocols** and what to do at your building.

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



Q&A as part of Fixed Asset Training, January 12, 2023



“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:

**Marilee Evans
Co-Editor**

Administrator Onboarding
mevans1@graniteschools.org

**Jessica Inman
Co-Editor**

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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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Salt Lake City, Utah

2022-2023 GAEOP Board Members

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Jr. High Representative

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385-646-2740
ddial@graniteschools.org

Elementary Representative – East

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2022-2023 Advisory Committee

Ben Horsley, Chief of Staff

Julianne Hamblin, CEOE, GAEOP President

Celeste Bauer Elmer, GAEOP Historian

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.