

THE Link

January 2024

Granite Association of Educational Office Professionals



ELEMENTARY | DISTRICT | SECONDARY

Mission Statement

The purpose of the Granite Association of Educational Office Professionals shall be to provide opportunities for personal and professional growth, leadership, service, networking and recognition to all educational office professionals.

GAEOP is an affiliate of the National Association of Educational Office Professionals

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GAEOP President's Message



Happy New Year! I hope you had a great break and were able to re-charge your soul while off. As we return to work and start 2024 I have a few thoughts I'd like to share.

1. Everyday is a chance for a new beginning - Don't let your mistakes stop you. Learn from them and try again. January is often a time for Self Reflection and goal-setting. I encourage you to constantly be striving for growth and improvement, but don't set yourself up for failure or disappointment. Remember, be realistic in your expectations.
2. Break your goals into small measurable chunks that can be achieved one step at a time
3. Make an action plan
4. Celebrate the Victories along the way - Don't let a set-back stop you from progressing. The person who never made a mistake never tried anything new. Figure out what motivates you and incorporate that into a type of celebration with each step of achievement.

Sometimes slower is faster. What? In this fast-paced, immediate-gratification world that we are in, faster can *seem* better. We can be seduced by the awe of efficiency that surrounds us. The faster we go, the faster we'll get there.

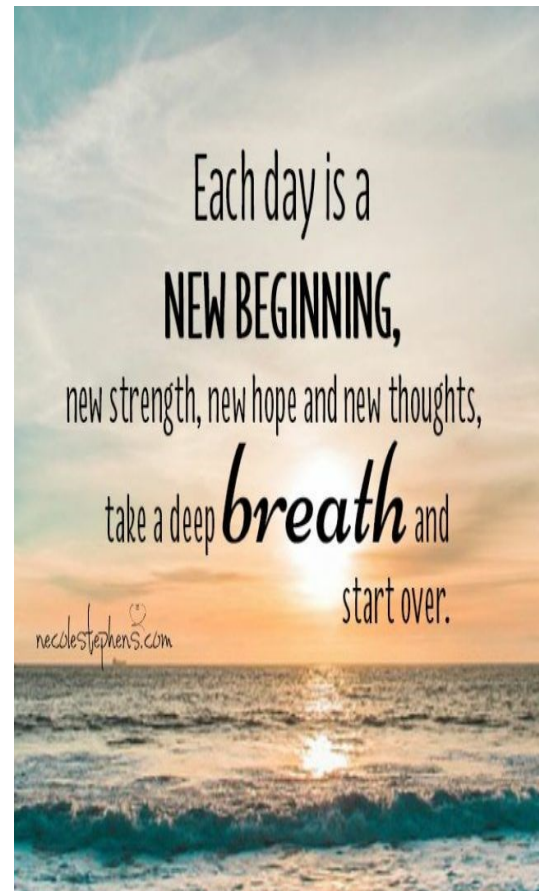
- ✧ *Except* when we move carelessly, tripping over something, and fall in.
- ✧ *Except* when in our rush to leave, we forget something and have to go back to get it.
- ✧ *Except* when we get pulled over and get a ticket for speeding.

✧ *Except* when we skip an important step and have to go back and fix any errors it may have caused.

Hence, sometimes slow & steady like the tortoise will get us to the finish line faster.

I'd like to close with this quote from Lori Deschene, "Keep going and don't worry about your speed. You are making progress even when it doesn't seem like it. Forward is forward no matter how slow." Again, be realistic in your expectations as you strive to shine and celebrate your victories along the way.

Gayna Breeze, CEOE
GAEOP President



GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chairman

| | | | |
|-------------|---|------------|--|
| December 1 | Debbie Paul Taylorsville High | January 1 | Lesa Campbell Warehouse |
| December 3 | Jennifer Jackson Eisenhower Jr High | January 4 | Mindy Scherzinger Gear Up |
| December 7 | Michelle Ortega Plymouth Elementary | | Melanie Sotele Frost Elementary |
| December 14 | Kristina Barr Bonneville Jr High | January 7 | Teresa Evans Cottonwood High |
| | Julie Larsen Diamond Ridge Elementary | | Tanya Sargent Driggs Elementary |
| December 18 | Heather Bankhead Hunter Jr High | January 9 | Lola Dunn Fox Hills Elementary |
| December 20 | Rebecca Johnson Organizational Effectiveness | | Darla Tolman Prevention & Student Placement |
| December 22 | Melissa Maughan Cottonwood High | January 17 | Kelly Hazel Skyline High |
| December 23 | Julie Shorts Kearns High | | Kim Nickerson Rolling Meadows Elementary |
| December 24 | Carol Niebuhr YESS | January 19 | Diane Gilmore Fox Hills Elementary |
| December 26 | Stacy Bushell Administration | | Shauna Ross Special Education |
| December 27 | Marilyn Floyd Special Education | January 20 | Shawna Cluff Churchill Jr High |
| December 29 | Nanners Himmer Human Resources | | Donna Leppink Fremont Elementary |



January 24
Monika Andreason
Cyprus High

January 25
Kelly Oveson
Bates Foods

Tips & Tricks

Submitted by Diana Gilmore, GAEOP Part Time Representative



As a secretary, you need to keep track of many passwords. Stop forgetting your passwords over a break and stop using the same password for everything. Today we'll be setting you up with a password manager. A password manager encrypts all your passwords and locks them behind only a single password to remember. I recommend [Bitwarden](#) but there are many other services that accomplish the same thing. All you need to do is set up an account and choose a master password. Remember, your new master password is going to be the most important password you have, so make sure it isn't used on any other services and that it is sufficiently long and complex. Once you have an account, you can import all passwords into your "vault."

- One of the hardest parts of resetting a password is coming up with a new one. However, with a password manager, you don't need to remember any passwords other than the one to your vault! This means you can use the built-in generator, bypassing the difficulty of thinking up a dozen passwords.
- I recommend taking an afternoon and converting all existing passwords you can think of. Reset passwords for everything you put into your password manager, because they are likely quite old.
- A password manager also keeps track of whether or not you already have an account with a certain service or website, so you don't make duplicates.
- Bitwarden can be used on nearly any platform including Windows, Android, Mac, IOS, and Linux. There are also web extensions that will automatically fill passwords in for you.

Dates & Deadlines

Submitted by Marilee Evans, GAEOP Link Co-Editor

| | |
|--------------|---|
| January 3 | First Day Back from Break |
| January 15 | Martin Luther King Day / No School |
| February 5-6 | Junior High Parent Teacher Conf. |
| February 6-7 | High School Parent Teacher conf |
| February 7-8 | Elementary SEP |
| February 9 | Compensatory Day (Student/Teacher Recess day) |
| February 16 | Teacher Contract Day GAEOP Canva PD |
| February 19 | Presidents Day / No School |



“
YOUR MENTAL HEALTH IS EVERYTHING — PRIORITIZE IT. MAKE THE TIME LIKE YOUR LIFE DEPENDS ON IT, BECAUSE IT DOES.
 ”

— MEL ROBBINS

January Mental Wellness Month

Submitted by Marilee Evans, GAEOP LINK Co-Editor

Mental illness is much more common than you may think. The [National Alliance on Mental Illness](#) report one in five American adults experiences mental illness in a year. That's more than 14 million adults. Many of these people have co-occurring disorders such as substance use disorders or medical conditions, which contribute to mental health.

One person can make a difference. Your words and actions are powerful, and if they reach even one person who struggles with mental illness, you've won. Below are just a few ideas for personal and workplace wellness.

- ◆ Practice self-care. You can't truly promote mental wellness unless you prioritize your mental health. Get a massage, meet with a counselor, take naps, and find other ways to love yourself.
- ◆ Start a gratitude journal where you write at least five things you are thankful for daily.
- ◆ Listen to a podcast on mental wellness in the workplace.
- ◆ Create a new rule that supports mental wellness in the workplace and join your local and state politicians to get it passed.

For even more ideas please visit Mental Health Center at <https://www.mentalhealthctr.com/21-ways-to-celebrate-mental-wellness-month/>

Professional Development Opportunities

Submitted by Trinda Burdett, GAEOP Secretary

A big shout out to Dr. Dave Gatti for sharing his time & personal experiences with us! I hope you were able to grasp just how important each of you are in making a difference in the lives of all our customers. I hope you can recognize the issues that may affect your level of customer service and how you can improve not only professionally, but also personally. If you weren't able to attend, Dave has shared his presentation with us for reference. Look over it and watch the videos, see how you can incorporate some of these ideas into your daily practice.

[Office Professionals Customer Service Training](#)

This is a busy time of year, so use it to build up yourself and your loved ones. Breathe, relax, laugh, and enjoy this holiday season with your friends and family. We will have another in-person training opportunity in February on Canva. It's an amazing tool that will help you with all things creative! Watch for an email later this month for the sign up.



More Tips & Tricks

Submitted by Marilee Evans, GAEOP Link Co-Editor

[5 Steps to Keeping a Clean and Organized Workspace](#)

All too often, cleaning and organizing our workspaces falls at the bottom of our to-do list. A neat and orderly workspace can help boost your productivity, keep you focused, and help you feel less stressed throughout the workday. Give these tips a try to transform your workspace.

1. **Make it Routine** - Organizing your office doesn't have to take countless days. It can be done a little at a time. Just a few minutes a day can make a difference.
2. **Digital Organization** - it is equally important to keep your digital workspace clean and clutter free. Remove duplicates, put things into file folders that are clearly titled and color coded.
3. **Keep Your To-Do List Handy** - Keeping a to-do list, planner or notebook, along with your favorite pen, in an easy to access spot on your desk is key.
4. **Minimize Desk Clutter** - While décor can help add style to your workspace, try to keep it minimum. Décor can be a visual distraction.
5. **Manage Cables and Wires** - Use cable ties and hooks to reroute and organize cables and out of your way.

Welcome Office Professionals

Submitted by Kelly Oveson, GAEOP Vice President

New to District

| | |
|---|----------------------|
| Valerie Barton <i>Architectural & Engineering</i> | Admin I Secretary |
| Katie Noble <i>Curriculum & Instruction</i> | Department Secretary |

Transfers

| | |
|--|--|
| Julianne Hamblin <i>Curriculum & Instruction</i> | Admin III Secretary <i>from Planning & Boundaries</i> |
| Selene Harrison <i>Curriculum & Instruction</i> | Admin II Secretary <i>within department</i> |
| Vanessa Park <i>Architectural & Engineering</i> | Admin III Secretary <i>within department</i> |
| Darci Williams <i>Planning & Boundaries</i> | Admin II Secretary <i>from Human Resources</i> |

Do you know someone who has started a new position in the district, or has transferred? Send information to Kelly Oveson at koveson1@graniteschools.org or to gbreeze@graniteschools.org

PSP/GCPS Recipients

Submitted by Julianne Hamblin, GAEOP Immediate Past President

New

| | |
|--|---------------------|
| Leslie Frank <i>Entry</i> | Bates Food Services |
| Rachel Trim <i>Professional III/GCOP</i> | Custodial Services |

Recertification

| | |
|---|--------------|
| Karen Manning <i>Professional I</i> | Skyline High |
|---|--------------|

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>

Tiny victories are like gems
scattered on your journey
Notice them

- Emma Xu

Kudos Corner

Submitted by Dawnette Dial, "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

- Bonese Snarr
Wasatch Jr High
- Kacie Pfeil
Cottonwood High
- Leesa Rij
Human Resources

November GEM Winner

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

Courtney Call, Counseling Secretary, Wasatch Jr

Nominated by Bonese Snarr, Natalie Dallimore, Jack Stewart, Shelah Miner, Jan McMichael, Adam Yund, Gabriella Gessel, Laura Peterson, Kevin Coulter, Natalie Hicks, Benjamin McGowan, Carissa Mudrow, LaDonna Gustafson, Jon Snyder, Thomas Petersen, Mark Rongstad.

Courtney is so organized and knows her job very well, she also is very caring. One time a parent couldn't come in to bring her immunizations, she needed to sign a document. Courtney went out of her way and drove to the parent's home to have them sign the document. She also runs out to cars frequently to help the parent out. Wheels students out in wheelchairs to their cars when they are hurt at school or can't walk. We have a security door now at our school and she is so good asking the parents for ID, even if she knows them. The parents just love her and so do the students even if she is getting after them for being late. What an asset to Wasatch Jr. High. I am glad I get to work right by her in the office. She is definitely a GEM.

Courtney keeps her cool when students and parents are asking for her to bend office rules and she sticks by the rules in a calm and kind manner. She sends out reminders to teachers about taking roll and entering grades and is helpful when teachers have questions or problems.

She is here early, always ready and willing to help, diligent in her duties, knowledgeable, attentive to details, provides correct, accurate information, sensitive to our student's needs, cares for our students' success and keeps them accountable. As our attendance secretary, she handles a lot of delicate information in a professional manner and when the difficult cases come her way she remains sweet, kind, and helpful. I notice when she is absent!

She is always one of the last to leave school and has always stayed positive. Being a new teacher I've missed taking attendance and multiple times not changed the quarter and have messed up taking attendance. She is always patient with me and has never showed frustration even though I have made her job harder. She is awesome!



Courtney is amazing with the students! She has mastered an awesome system for the tardies here at our school. Our tardy system is superior and more and more kids make it to school on time. Courtney is kind to others and is a great team player here at the school. She is seldom absent and is resilient and is committed to the position. She has a positive attitude and a cheerful personality.

Despite all our troubles converting to Focus, Courtney makes everything easy and goes above and beyond to support teachers with attendance issues, scheduling activities, and grade changes.

Courtney does an amazing job handling the attendance and tardies. She also watches the hall in front of the office, and makes note of students abusing the bathroom and water fountain privileges. She is a big help to faculty and the administration.

Potluck Party Recipe

Submitted by Diane Gilmore, Part Time Representative

Banana Cookies!

Ingredients

- ¾ C shortening
- ¾ C brown sugar
- 1 egg
- 2 lg. overripe bananas, smashed
- 1 tsp. vanilla
- 2 ¼ C flour
- ¼ tsp. salt
- 1 tsp. baking soda



Instructions

Preheat oven to 375 degrees.

In a large bowl, thoroughly cream the shortening and brown sugar before beating in the egg.

Add the mashed banana and vanilla.

In a separate bowl, combine flour, salt, and baking soda before adding them to the other bowl.

Spray a cookie sheet and drop spoonful's of the dough onto it. They do spread a bit so leave space between.

Bake for 10 minutes (I do eight minutes and check) and allow to cool completely before frosting.

Icing- a must for these cookies!

- 6 TBSP brown sugar
- 4 TBSP evaporated milk
- 4 TBSP butter
- 2 C powdered sugar
- 1 tsp vanilla

Combine first three ingredients in a saucepan and bring to a boil while whisking.

Remove from heat and mix in the powdered sugar and vanilla and mix well.

Pour a spoonful of the icing over each cookie and enjoy!

This is from a recipe book I made for the my son's first grade teacher for teacher appreciation week. We call them Hannah's Banana Cookie's because that is who gave us the recipe. My son is now 19 years old, and they are still Hannah's cookies, not ours.

Office Professionals Spotlight

Submitted by Leslie George, GAEOP Administrator Rep

Shauna Ross, Special Education Department

I grew up in the Granite School District attending Fremont Elementary, Eisenhower Jr High, Cottonwood High School and graduating from Taylorsville High School. I have been employed with Granite School District for 22 years. I started as a recess aide and then found a home in Special Education. I started as a Para then become a TCM and finally a secretary. I have been married to my sweetheart and best friend Ken for 40 years. We have six children together and 20 grandchildren that are the stars that light our lives. We are blessed that they all live in Utah and consider each other best friends, which brings us together constantly. I love the outdoors and traveling. My favorite



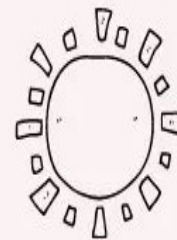
things are camping, fishing, hunting, boating and hiking with family and friends. I'm a true-blue BYU football fan. I love cross stitching Christmas stockings for all of my family. Music is in my heart. I enjoy singing and have played the piano since the age of eight years old.

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](#)



Power of Positivity

Submitted by: Virginia Glaittli, GAEOP Treasurer



When you can't find sunshine,
be the sunshine.

Next Article
Deadline:

January 20

"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



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

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Trinda Burdett, GAEOP Secretary
Marguerita Davilla-Telck, GAEOP Co-Vice President
Cindy Dunn, Director, Elementary School Leadership & Improvement
Patrick Flanagan, Director, Human Resources
Leslie George, GAEOP Administrative Representative
Julianne Hamblin, CEOE, GAEOP Immediate Past President
Kari Montoya, GAEOP Elementary East Representative
Rich Nielsen, Director, Secondary School Leadership & Improvement

The advisory committee meets monthly to discuss issues concerning the Granite School District office professionals.