

THE Link

February 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



It seems appropriate for February to talk about strengthening healthy relationships. Granted, this is the month of Valentine's Day and for some "love is in the air". But that isn't the only kind of relationship that I am talking about. As office professionals, we have multiple opportunities each day to interact with others, such as our family, co-workers, students, parents and patrons. Also, people at the grocery store, on the street, neighbors, and more. The better the relationship that we have with them, the better off everyone will be. We are stronger together and better as a team. We will not be best friends with, nor necessarily get along with everyone, but we do need to be professional and find ways to work together. Don't let disappointments or grudges fester. Releasing resentment often helps us even more than the person we are frustrated with. Treating others with kindness and respect is a powerful tool that we can wield every day.

In our school district, February brings even more opportunities to interact with others and work on relationships. We have SEP / Parent Teacher Conferences, preparations for new administrative appointments and some job changes, and then student registrations for the upcoming school year.

Dr. Paul Jenkins says that in his many years of counseling and coaching, **the unhappiest people are those who expect things and don't look for opportunities to give.** There have also been some unhappy people who feel they give all the time without receiving. It is a balancing act. His advice is as follows: "There are times in relationships when we need more and there are times when we need to be giving.

Communication is key to any relationship. Be open and **honest** when you need more. Be **specific** about what you need. Partners aren't

mind-readers, and it is too much to expect another person to know what you are feeling. **Give without an expectation of receiving.** After all, is it giving if you expect something back? That is transactional. *Giving without expectation frees us from disappointment.* **Give with a happy heart.** Our goal of saving and enriching key relationships is supported by the principle of giving more than you take."

In Michelle Mccullough's book entitled "The HappyIST", she encourages us to consider that everyone in your path is an opportunity to affect their lives for good and to commit to smiling at strangers since it will bless their lives and yours; reminding us that we have the power to change someone's mood with a simple smile. She also says "Happiness is a team sport! Studies have shown that our relationships are a key factor in long-term happiness, so start every day by not just being happy, but spreading happiness. Send a happy thought or greeting to someone you know at the beginning of every day. It will remind you about your circle of influence and likely lift their spirits and yours at the same time."

My life has been greatly enriched over the past several weeks each time I have taken the opportunity to reach out to a friend and let them know what I admire about them, or sometimes just letting them know that I am thinking about them. I hope that this month you can be uplifted by those around you as you **choose to shine** on your circle of influence and strengthen healthy relationships.

Gayna

Gayna Breeze, CEOE
GAEOP President



Potluck Party Recipe

Submitted by Trinda Burdett, GAEOP Secretary

Oreo Truffles

Ingredients:

- 1 package Oreo Cookies
- 1 package cream cheese
- 1 package Andes mint chips



Directions:

Put Oreos in a food processor and chop to fine crumbs. Add in cream cheese and mix until well combined. Roll into small balls and place on cookie sheet lined with wax paper. Freeze balls for 30-minutes or so. Place mint chips in a glass bowl and microwave for 90 seconds on 50% power, stir. Continue melting in 30-second increments until smooth. Dip cold balls in chocolate and place back on wax paper. (I like to use a fork and then tap it on the side of the bowl to get the excess off and a smooth finish, but if you like to dip with your fingers go for it!) I like to store them in the freezer, but pull them out about 20 minutes before you plan to serve them.

Added Tip:

You can use other flavors of cookies or chips, some use white chocolate with a drop or 2 of almond extract. Others use peanut butter cookies and dip them in milk chocolate.

No matter how rich,
talented or great you think
you are;
how you treat people
ultimately tells all”
Freddy Fri

Office Professionals’ Spotlight

Submitted by Elisa Jenkins, Executive Representative

Darci Williams, Planning & Boundaries, Administrative Secretary II

I have a degree in Culinary Arts and worked in different positions in restaurants and catering for over 10 years before deciding I needed a change. I have many family members (most notably my mom, Darla) that work or have worked for Granite, so when I jumped ship on the food industry, I landed here!

I grew up in West Valley City with my parents and I have one brother. He and my sister-in-law have given me two nieces. My boyfriend, Ricky, and I have been together for 6 years now and we live in West Jordan with our two cats, Sandwich and Chowder. Ricky's sister and her husband also have two girls who I also claim as nieces, and my best friend and her husband have a son who is my bonus nephew!

Unsurprisingly, I love to cook! I love hosting family and friends for dinners or brunches at our house. Feeding people is my love language. I also challenge anyone reading to a game of Mario Party, I am the reigning champion in my friend group for most any Mario themed game. I attend a lot of concerts and basically live at USANA during the warm months, and in the cooler months I like to paint or cross stitch. I love a themed party and will take any chance I can get to dress up!



Do you know someone amazing we should know about?
Are you that amazing someone?

We would love to spotlight you or someone you know in one of our upcoming editions of The LINK.

Please take a few minutes to fill out the survey at:

[SPOTLIGHT FORM](#)

GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chairman

February 1 Mary Fasig
Granger Elementary

February 2 Kiku Oldroyd
Cottonwood High

February 4 Adrianna Telck
Crestview Elementary

Cathy Bird
Skyline High

Michelle Raymond
Kearns Jr High

February 8 Crystal Dial
Granite Park Jr High

February 9 Laurie Atkins
Kearns High

February 11 Lyndsay Fraser
GTI

February 12 Rose Elkins
Purchasing Department

February 15 Jeanette Liddell
Copper Hills Elementary

February 17 Sharmaine Palama
Taylorsville Elementary

February 20 Celeste Bauer
Hunter High

Cristi Green
Granite Education Foundation

February 21 Nancy Morales
Bonneville Jr High

February 22 Karen Elkins
Western Hills Elementary

Michelle Foster
Special Education

Diane Roberts
Bridger Elementary

February 23 Heidi Clark
Communications

Gloria Kidd
Hunter High

February 24 Karalee Olson
Eisenhower Jr High

February 26 Pam Hopper
Valley Jr High

Jana Klein
Resource Development

February 28 Janet Arakaki-Moulton
Career & Technical Education



PSP/GCPS Recipients

Submitted by Julianne Hamblin, GAEOP Immediate Past President

New

Valerie Barton Architecture, Engineering
Bachelor's

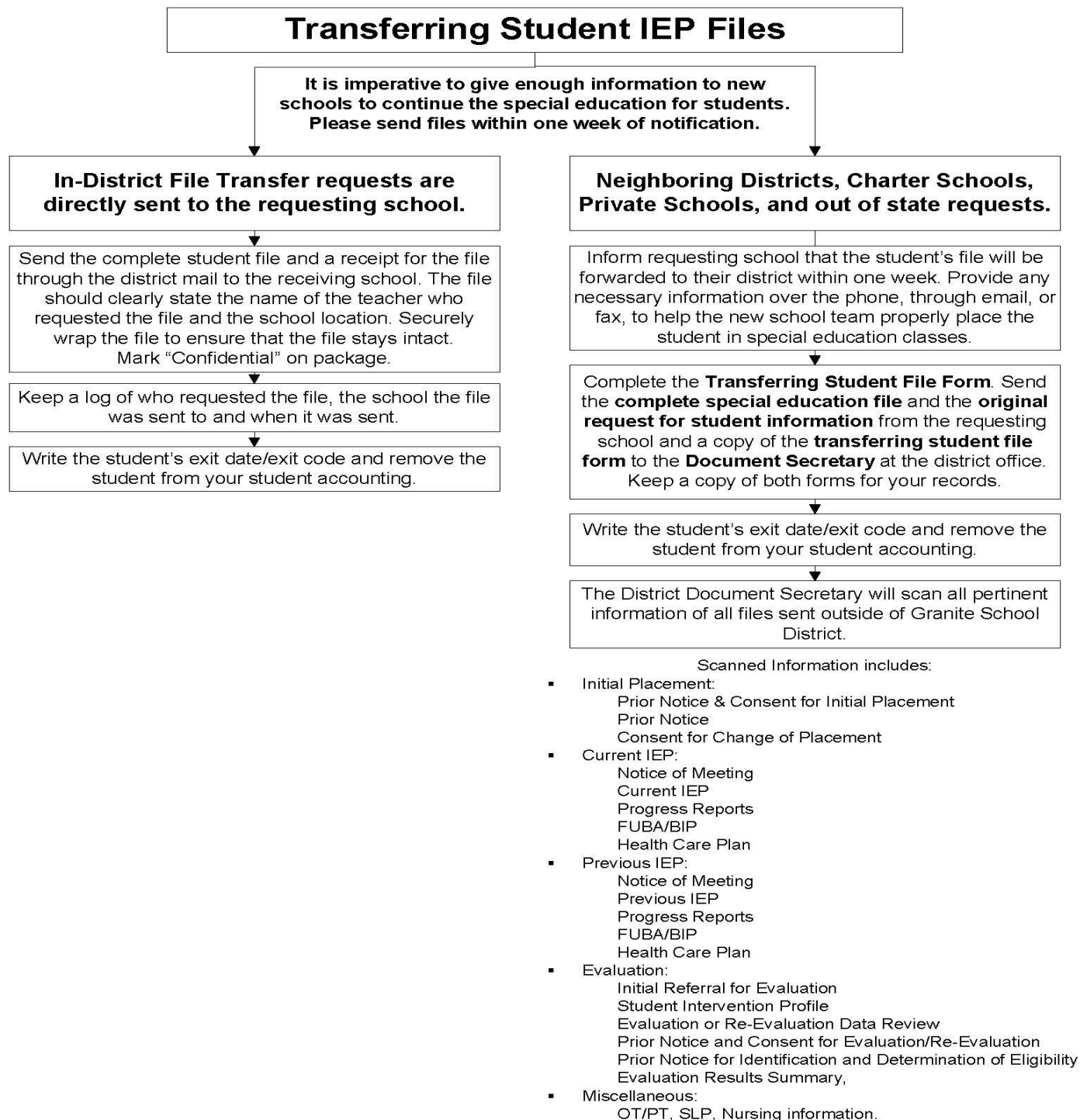
If you are looking to improve your skills and would like to receive a stipend, check out the criteria by visiting

<http://gaeop.weebly.com/gcpspsp.html>

Office Tips & Tricks

Submitted by Trinda Burdett, GAEOP Secretary & Michelle Foster, Special Education

Student IEPs contain important information that a new school will need. Below is a flow chart and information so you know how to handle these requests. Remember to notify Shauna Ross if you have a special class student that enrolls in your school and needs bussing. slross@graniteschools.org (385) 646-4640. You may always contact [Special Education](#) for further information.



Note: An Authorization for Release of Confidential Information is not needed when sending files to public schools within or outside the state of Utah. However, if school districts, due to individual district policies, do request a Release of Confidential Information from Granite School District before sending information, the requested release should be obtained.

February Awareness Month

Submitted by Marguerita Davilla-Telck, Link Co-Editor

A.M.D./Low Vision Awareness is observed annually throughout the month of February, targeted at spreading more information about Age-related Macular Degeneration (A.M.D.) and diseases affecting the eyes that could lead to visual impairment. A.M.D. affects approximately 15 million people in the U.S. It is an illness that is the leading cause of low vision in Americans older than 50 years of age.

Risk factors include high blood pressure, high levels of blood cholesterol, obesity, and smoking. Symptoms include blurry vision, blind spots, straight lines appearing wavy, doorways seeming crooked, and objects appearing farther away or smaller. When any of these symptoms present themselves, the concerned individual is advised to immediately visit an ophthalmologist.

There is no cure for the A.M.D, but the disease never causes blindness, so it is possible for a patient to live normally, adapting to the quality of vision they have.

How to Observe A.M.D./Low Vision Awareness Month

Protect your vision.

A.M.D. and low vision can be prevented by important lifestyle habits.

Do all you can to protect your vision, starting now.

Spread the information.

Spread awareness about these illnesses by starting an online campaign or talking to others about it. The more people know about it, the lesser chance the disease has to gain a foothold.

Exercise consideration for those who may have AMD or low vision.

When you notice a person struggling with either A.M.D. or low vision, be kind enough to make the situation more comfortable for them. Turn off a few lights, ask them if they need help getting to their destination, and render whatever form of help you can.

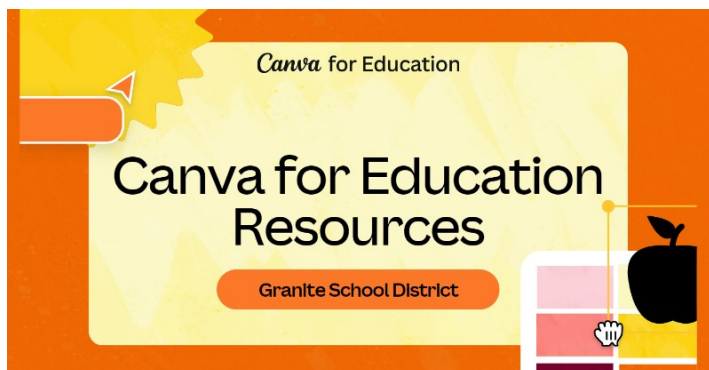
For more information go to: [National Today](#)



Professional Development Opportunities

Submitted by Trinda Burdett, Educational Technology, GAEOP Secretary

Do you make a lot of flyers, posters, nametags, or maybe send out Forms or want to have a custom slide deck that's fun or has a theme? Come & learn about your district Canva for Education license and how to create eye-catching docs, presentations, social media posts, merges, and so much more!



This is a hands-on class in a computer lab at the District Office on Friday, February 16th. We will have 90-minute sessions beginning at 8:30 am, 10:30 am, and 1:00 pm. If you would like to attend, please sign up using [this form](#). Sign ups will close on Wednesday, February 14th, or sooner if classes are full.

If you have questions, please reach out to Trinda Burdett at tburdett@graniteschools.org

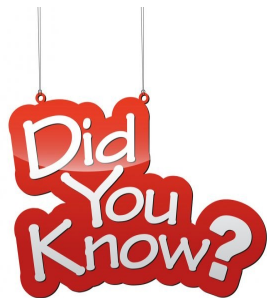
Did you Know?

Submitted by Kari Montoya, Elementary East Representative

Policy Review

The district keeps the newly adopted policies on the policy webpage found here: <https://www.graniteschools.org/legal/>. Here are a couple of policies that secretaries might want to review.

- Secretaries will want to know that the discipline policies that were divided out by employee groups are now consolidated into one policy; everyone is treated the same.
- The educational language services policy expands our obligations to provide language services, and secretaries should be aware of the language service supports offered by education equity department.
- The salary levels and stipends policy may also impact some of the secretaries.



Dates & Deadlines

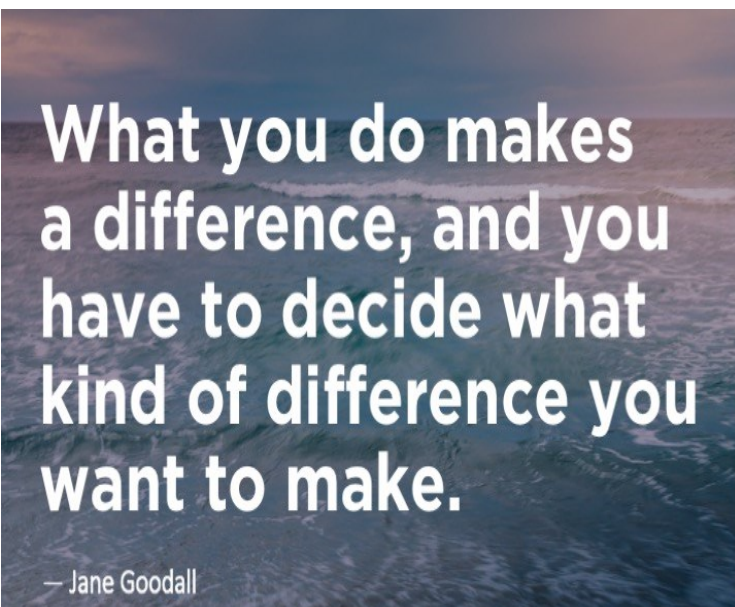
Submitted by Kari Montoya, Elementary East Representative

February 2	Groundhog Day
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)
February 11	Super Bowl Sunday
February 14	Valentine's Day
February 16	Teacher Contract Day GAEOP Canva PD
February 17	Random Acts of Kindness Day
February 19	President's Day/ No School
March 10	Daylight Savings
April 1-5	Spring Break



Power of Positivity

Submitted by Julianne Hamblin, Scholarship Committee Co-Chair



GAEOP Scholarships

Submitted by Julianne Hamblin, Scholarship Committee Co-Chair

Did you know that GAEOP sponsors two scholarships for members of GAEOP? You, or someone you know, may qualify for one.

Winona Fulmer Member Scholarship

The Winona Fullmer Member Scholarship is designed to assist members of the Granite Association of Education Office Professionals (GAEOP) who are pursuing a Granite Certified Professional Standards (GCPS) or Professional Standards Program (PSP) certificate through continuing education. The scholarship is named in honor of Winona Fullmer, Past President of GAEOP. The maximum value of the scholarship is \$250. Applications are due February 21, 2024.

NAEOP Conference Member Scholarship

The purpose of this scholarship is to help a GAEOP member attend the NAEOP Annual Conference. The 2024 NAEOP Conference will be July 14-17, 2024 in Little Rock, Arkansas. This scholarship covers up to \$750 towards registration/travel for the conference. Applications are due March 27, 2024.

All scholarship applications can be found on the [GAEOP website](#).

January GEM Winner

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

Lisa Turner, Principal Secretary, Morningside Elementary

Nominated by Sandra Dorius

She not only knows the name of most of the students, she knows their parents and when she sees the parent walking up to the front door, she is already calling the student down for them. She makes sure the kids know they are safe and loved at school. She smiles through all the stress of her job and the loss of her husband this past summer. I try to help, knowing what she's going through, having lost my husband ten years ago, she is having a harder time with his financial stuff than I did, so I can relate to some of what she's going through, but even after a struggling phone call, she has that smile in her face like nothing is wrong. She is there for the teachers and staff too, on more than one occasion she has lifted me up when I was feeling low or stressed.



L to R: Sandra Dorius, Lisa Turner, Gayna Breeze

Kudos Corner

Submitted by Ty Whiting, "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

- **Jesi Canning**
Payroll Department
- **Diana De La Rosa**
Jackling Elementary
- **Virginia Glaittli**
Beehive Elementary
- **Kari Montoya**
Walker Elementary
- **Kacie Pfeil**
Cottonwood High
- **Kathy Roos**
GTI
- **April Smith**
Cottonwood High



February GEM Winner

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

Jessica Brooks, Attendance Clerk, Jackling Elementary

Nominated by Lezlie Anderson, Yvette Curtis, and Ashlee Tippie

Jessica has stepped up and filled in day after day. Jessica is our attendance clerk and spends lots of time contacting parents with phone calls and letters. She also helps students with band-aids, ice, and phone calls. She helps staff with any project they ask of her. And now I'm out on short term disability due to a car accident. Four days after my accident, the school fundraiser began. She ran with it and took care of the huge job of prizes in addition to everything else. She's often the only one in the office and has to do it all...day after day! And she does it all with a smile! Jessica helped make it possible for me to stay home and heal by going way above and taking on some parts of my job. Jessica has held down the fort when the other secretary was on leave and did multiple tasks herself for many months.

I just started this year at Jackling and from day one Jessica has been able to help me out to better understand the students to be able to excel at my job. While working in the front office it can be easy to get busy and not acknowledge those around you at all times but Jessica has made sure not a single person goes by without acknowledging them. Even on the busiest days she still wears a smile and lets her body language know you are important and she wants to help you. She is not just this way with staff, but she is so sweet when helping parents and students as well. Thank you Jessica, you are FABULOUS!



Jessica Brooks (center) with part of her Jackling Family

Going the Extra Mile “GEM” Award Nomination

Submitted by Dawnette Dial, GEM Awards Committee Chair



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, counseling and career center 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 Dawnette Dial ddial@graniteschools.org with any questions. The 2023-2024 GEM Award chair 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.

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
- 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 Chairman, at mevans1@graniteschools.org.



Yes! Please sign me up to be a member of GAEOP for the 2023-2024 school year. My method of payment is...

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

___ 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 GAEOP President, Gayna Breeze in Planning & Boundaries, with a check or cash included (hourly).

Next Article
Deadline:

February 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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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



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

Visit Our Website

www.gaeop.weebly.com

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2023-2024 Advisory Committee

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Jen Bodell, Principal, Whittier Elementary
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.