

THE Link

July/August 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

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GAEOP President's Message



Welcome back to another school year. I hope it turns out to be one of the best yet. Over the summer did you take time to re-charge?

Remember, each new day is a chance to start fresh and make it what you want it to be. You are a powerful influence in setting the tone of the office, your environment, and the school.

Keep shining brightly. Be intentional about finding ways to show kindness to others. For some of our students you can offer safety and value that they may not get elsewhere. Help those around you rise to the potential that you see in them.

Every little bit contributes to make a BIG difference. I am happy to report that at our June Professional Development Day, several of us (53 new donors) committed to making a positive difference through the Granite Education Foundation's Granite Gives program. Each of these smaller amounts collectively adds up to a total of \$4,550.00 raised annually from GAEOP members to support the mission of the foundation. This will make a HUGE difference in the lives of many of our students. The foundation asked me to express their gratitude to you. [Learn more about the Foundation.](#) It is such a pleasure to be part of a group of office professionals who are charitable and focused on professional growth.

Thank you to each of you for showing up and working through the daily challenges of your job.

I am also very grateful to all our 2023-24 GAEOP board members who have agreed to volunteer their time and energy in your behalf. Watch for introductions in our September issue. The board has been working hard in your behalf and listening

to your feedback. Each month as we attend advisory committee, we discuss with administration ways that we can work together to meet common goals. We have discussed, and will continue to discuss, ways to improve professional development, customer service, mentoring, onboarding, increasing the number of personal leave days, fair compensation for time worked, competitive wages, and more. Although there will always be opportunities for improvement, we are grateful for the agreement that was made this year which included \$4.00 per hour increase in wages. The District is also funding steps and lanes, the GAEOP training fund and the increase in insurance premiums at no additional cost to employees. This is a BIG win for all of us and shows granite's commitment to helping us want to come and stay at Granite.

I am proud of those of you who are gracefully dealing with the new programs and all that it takes to keep our schools running. Thank you for making the best of each situation. Keep Choosing to Shine.

*Gayna Breeze, CEO
GAEOP President*

"A SINGLE ACT OF KINDNESS THROWS OUT ROOTS IN ALL DIRECTIONS, AND THE ROOTS SPRING UP AND MAKE NEW TREES."

- AMELIA EARHART



RANDOM ACTS OF KINDNESS
FOUNDATION
www.randomactsofkindness.org

Potluck Party Recipe

Submitted by Marilee Evans, Membership Chair

Buckeyes

Total Time: Prep: 30 Min. +chilling

Makes approximately 5 ½ dozen

Ingredients

- 5 ½ cups confectioners' sugar
- 1 ⅔ cups peanut butter
- 1 cup butter, melted
- 4 cups semisweet chocolate chips
- 1 teaspoon shortening (or coconut oil)

Directions

1. In a large bowl, beat the sugar, peanut butter and butter until smooth. Shape into 1-in. balls; set aside.
2. Microwave chocolate chips and shortening (I used coconut oil) on high until melted; stir until smooth. Dip balls in chocolate, allowing excess to drip off. Place on a wire rack over waxed paper; refrigerate for 15 minutes or until firm. Cover and store in the refrigerator.

I found this recipe while looking for something yummy to take to an office party. I love that it is simple and no bake, perfect for hot August! I didn't think I needed 5 ½ dozen, but they were devoured so fast I didn't get to take any home.

I found this at: <https://www.tasteofhome.com/recipes/buckeyes/>



What is GCPS/PSP?

Submitted by Juliane Hamblin, PSP Chair

Would you like to earn an extra \$600.00 to \$905.00? We have a program for you! Granite Certified Professional Standards program (GCPS) is designed to encourage professional growth through education. Secretaries who obtain a professional certificate through GCPS or through the national Professional Standards Program (PSP) will be paid an extra amount each year in recognition of their achievement in obtaining the certificate. You can achieve any of the levels of GCPS/PSP through education or job enhancement training. Payment for certificates for contract secretaries will be added into your annual salary, and divided among the 24 paychecks. Payments for GCPS certificates for noncontract secretaries (who work at least 20 hours per week) will be made once a year in April. The dollar amount will be prorated based on the number of hours worked. Rules and procedures for obtaining a GCPS certificate are established by Granite School District and can be found at gaeop.weebly.com. PSP requirements are set by the National Association for Educational Office Professionals and can be found at naeop.org.

If you have questions about these programs contact Juliane Hamblin, jhamblin@graniteschools.org



Office Professionals' Spotlight

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](#)



Did You Know?

Submitted by Marilee Evans, "The LINK" Editor

In the Online Fiscal Policy Manual on the [Accounting Knowledgebase](#) is a great place to find policies on spending. What you need to do, what you can do, and what you can't do. Make sure you are purchasing and submitting everything correctly to accounting.



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, in December, and for 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).

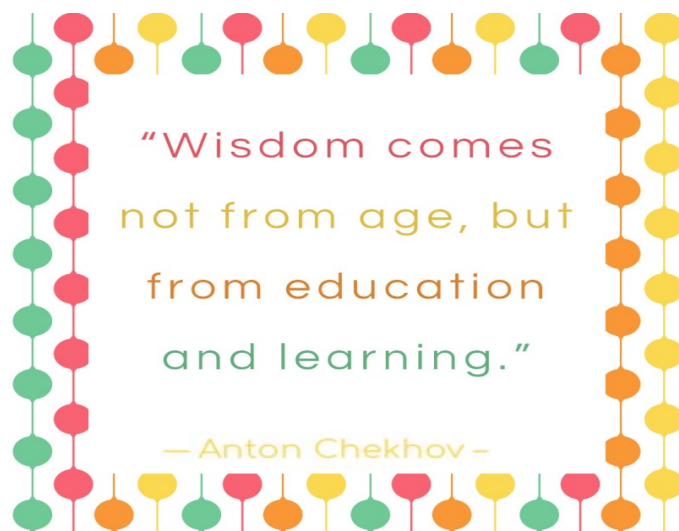
Dates & Deadlines

August 16	School Begins
August 21	First Day of Kindergarten
September 1	Mail Merge Class at District Office
September 4	Labor Day
September 18-19	High School Parent/Teacher Conference
September 19-20	Jr High Parent/Teacher Conference
September 20-21	Elementary SEP Conference
September 23	First Day of Fall
October 12-13	Fall Break



Power of Positivity

Submitted by: Marilee Evans, Link Editor



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.

Professional Development Opportunities

Submitted by Trinda Burdett, Professional Development Co-Chair

Welcome back to another great school year! We expect there will be a lot of training and learning using the new FOCUS software. Make sure you reach out to the IS Facilitators if you have questions or need additional helps using it.

Were you really looking forward to the Mail Merge Class in June? We’re happy to announce that Cindy Dunn will be teaching that class for us on Friday, September 1st. We will have three sessions to choose from and they will all be hands-on in the computer lab. If you haven’t already [signed up](#), please do so ASAP as seats are limited.

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



GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chairman

1-Jul	Ty Whiting <i>Elk Run Elementary</i>	20-Jul	Julye Jex <i>Career & Technical Education</i>
4-Jul	Cindy McCleve <i>Matheson Jr High</i>	24-Jul	Christy Anderson <i>YESS</i>
6-Jul	Stasie Orme <i>Granger Elementary</i>		Holly Dimond <i>Oakwood Elementary</i>
	Lisa Turner <i>Morningside Elementary</i>	26-Jul	Lindy Watts <i>Granite Connection High</i>
	Jenn Vargo <i>Home Hospital</i>	27-Jul	Cynthia Jacobsen <i>Special Education</i>
7-Jul	Leisl Leystra <i>Taylorville High</i>		Carol Seastrand <i>Skyline High</i>
10-Jul	Andrea Ingleby <i>Valley Crest Elementary</i>	28-Jul	Elisa Jenkins <i>School Accountability</i>
	Santa Swartzmiller <i>Hillside Elementary</i>	30-Jul	Nayeli Navarro <i>Information Systems</i>
13-Jul	Virginia Glaittli <i>Beehive Elementary</i>	31-Jul	Corinne Jones <i>Maintenance</i>
	Kim Wolfenbarger <i>Eastwood Elementary</i>		
14-Jul	Lindsay Fidler <i>Taylorville High</i>		
	Mae Roan <i>Hunter Jr High</i>		
15-Jul	Rocio Cuenca <i>Granger High</i>		
16-Jul	Vicki Platt <i>Orchard Elementary</i>		
18-Jul	Nancy Heckenliable <i>Kearns High</i>		



GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chairman

3-Aug Tracy Baumgartner
Prevention & Student Placement

Ness Park
Architectural Services

5-Aug Su-Hui Chang
Skyline High

8-Aug Holly Crawford
Driggs Elementary

Maren Erickson
Bonneville Jr High

9-Aug Jolene Nelson
Cyprus High

Consuela Reynoso
Churchill Jr High

15-Aug Kathy Conley
Jefferson Jr High

16-Aug Carina Anderson
Transportation

Tresa Brown
Kearns Jr High

17-Aug Rozena Jackson
Granger High

Leesa Rij
Human Resources

Amy Wolters
Vista Elementary

18-Aug Caroline Ramos
Cottonwood High

20-Aug Charity Flanagan
Wasatch Jr High

23-Aug Oliana Poulou
Hillside Elementary

24-Aug Debbie Larsen
Oakwood Elementary

26-Aug Berenice Ayala
Granite Online

Stephanie Rodriquez
Cyprus High

27-Aug Shauna Jackson
Pleasant Green Elementary

29-Aug Jacob Bergeson
Human Resources

31-Aug Amanda Pennington
Taylorville High

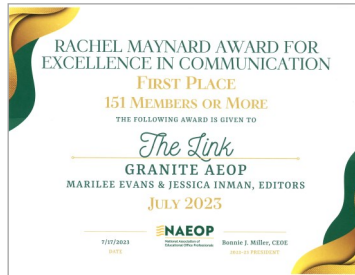


NAEOP Conference Report

Submitted by Teresa Himmelberger, NAEOP President



This year, our 89th annual NAEOP conference was held in Omaha, NE. It began with a great networking activity with those who were attending for the first time to conference. We spent the evening getting to know each other and networked about the knowledge they had of NAEOP. It was great to meet 41 first timers to the conference.



There were so many fabulous breakout sessions offered from “Calling all Future Leaders,” “Laugh and the World Laughs with You,” “Google Workspace Basics,” “Brain Health,” and “Lighting the Fire of Communication” to name a few.

Congratulations to Marilee Evans and Jessica Inman, for their outstanding work on The LINK newsletter! They earned 1st Place in this year’s Rachel Maynard Award for Excellence in Communication.



During the conference we had the opportunity to meet with our Southwest Area NAEOP members in attendance and were able to conduct business of the area and became better acquainted with those who do our same work. We had nine attendees from Utah, eight from California, two from New Mexico, one from Oklahoma and four from Texas.



During the final event of the conference, I had the honor of being installed as the NAEOP President for 2023-24. If you had asked me ten years ago if this is where I thought I would be, it was not even on my radar. Through attending this fabulous conference each year, I have grown and learned so much and have participated in the programs NAEOP has to offer .

The theme this year is “Dream, Inspire, Grow in NAEOP.” It is never too late to focus on a dream. Success is about what we inspire others to do. No matter what people do or say, words and ideas can change the world. If we strive to learn without fear, take a few risks where change is inevitable, and change our thinking, we can change our mindset. It all begins with us.

If you are looking for professional development opportunities, I encourage you to attend this conference. You will never regret your decision to invest in your future.



Mark your calendar, July 13-16, 2024, for the 90th annual conference in Little Rock, Arkansas.

GAEOP Professional Development Day

Submitted by Julianne Hamblin, Immediate Past President

Professional Development Day is one of my favorite days of the year. June 8 was no exception. It was so good to see everyone and learn together. Thank you, Taylorsville High School, for hosting us!

Lisa Olsen, our keynote speaker, talked about recognizing the many hats we wear every day and finding ways to shine in the workplace. Dr. Rich Nye, Superintendent, focused on the importance of moments and encouraged us to think about ways to create peak moments for those we encounter during the day.

Our breakout presenters shared other ways we can excel in our jobs. From creating an environment of belonging, using OneNote to create a desk manual, budgeting & accounting refreshers, purchasing tips and tricks, Frontline, first aid, and technology to retirement – we hope there was something helpful for everyone.



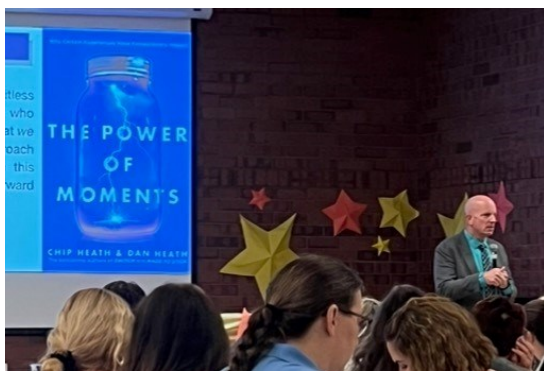
Checking In for PDD - Faith Stevens, Hunter High



*Lola Dunn, Fox Hills Elementary and
Christi Green, Granite Education Foundation*



*Special Ed Secretaries (l-r) Shauna Ross, Michelle Foster,
Janice Reading, Marilyn Floyd, Enory Martinez, Lana Sutton*



Learning after lunch with Dr. Nye



*Breakout Session with Doug Larson,
Director of Policy & Legal*

Next Article
Deadline:

August 23

"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/>

Visit Our Website

www.gaeop.weebly.com

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2022-2023 Advisory Committee

Ben Horsley, Chief of Staff - Julianne Hamblin, CEOE, GAEOP President
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The advisory committee meets monthly
to discuss issues concerning the Granite School District office professionals.