

THE Link

November 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



When was the last time you went on a walk with a toddler? Have you noticed how they are fascinated with so many little things that we often take for granted? They find joy in the discovery of a leaf, a stick, a crack in the cement, the sound of a bird, etcetera. During this month of Thanksgiving when the nation tends to focus a little more on gratitude, let us remember to slow down and appreciate the little things. A saying that comes to mind is: "Don't forget to savor small moments of joy while waiting for the big ones" – author unknown. This really helps me when setting goals. If I didn't find a way to celebrate the steppingstones, I would give up before I reached the milestone.

Have you ever gotten to the end of your workday and only accomplished a small portion of your "to-do" list? I know I have. It is in those moments that I remind myself to reflect on the people I helped and everything I *did* accomplish. It helps keep things in perspective.

I want to take a minute to thank my board members for all they quietly do behind the scenes to contribute to our association and the well-being of our members. I also want to thank each of you who participated in our Fall Service Project and BINGO night last month. It was a huge success. Kari Montoya worked hard to collect great donations for prizes. Everyone who came went home with something. Over 100 items were donated to the Granite Foundation Santa Sack program to go towards Christmas for Granite students and families. They filled two vehicles. The foundation valued those items at \$1,700.00. An additional \$227.00 in cash was donated to the foundation,

along with \$131.00 donated to GAEOP. Who knew that service could be so fun?! It is an honor to work with so many generous office professionals.

Enjoy your month and may you find many things to be thankful for.

Gayna Breeze,
CEOE
GAEOP President



American Education Week

Submitted by Marguerita Davilla-Telck, "The LINK" Co-Editor

An American tradition since 1921, American Education Week will happen this month. November 13 - November 17, 2023. The week is a celebration to remind and inspire us that what we do and how we approach education, can make America better. The week involves students, parents, community, educators, and educational support professionals working together to create a setting that instills a strong desire to learn. Scholarships are available through many sources and can be located at: <https://scholaroo.com/education-scholarships/> further encouraging students to succeed. Schools who would like to be more involved can find the week's themes here: <https://nationaltoday.com/american-education-week/>



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November Epilepsy Awareness

Submitted by Marguerita Davilla-Telck, "The LINK" Co-Editor

November is National Epilepsy Awareness month. Epilepsy, commonly known as 'seizures', affects millions of Americans each year. Treatment for Epilepsy can help to manage the condition; however, no cure has been found. Epilepsy is a brain disorder that causes reoccurring seizures. There is no identifiable cause. Epilepsy can last for several years or be lifelong. Family history can also play a part.



If you encounter someone having a seizure, you should take precautions. Stay calm. Do not leave. Stay with the person until the seizure ends and you know they are fully awake. Place something soft under the head and try to gently roll the patient to their side. Loosen any restrictive clothing, especially around the neck. Do not try to hold the person down. Allow the process to occur naturally. If you are able, time the seizure and dial 911 if a person is down longer than 5 minutes and/or injury occurs. Speak softly and once they wake, let them know in clear terms what happened without excitement. After the occurrence, do not let the person drive and call a taxi if necessary. For more information: [National Epilepsy Awareness Month | Epilepsy Foundation](#)

Professional Development Opportunities

Submitted by Leslie George, Transportation, GAEOP Professional Development Co-Chair

Customer services isn't always what you think it is. For our next GAEOP professional development class, we are excited to hear from our director of Transportation, Dr. Dave Gatti! Come hear about his journey in building better customer service personally and professionally. Learn how to have more empathy, patience, and the ability to put yourself in others shoes.

We will have Two 90-minute sessions available on Thursday, November 9th at 8:30 am or 12:00 noon. Both sessions will be at the district office in the auditorium of the 5-story building. If you did not sign up, don't worry! We will have extra seats so join us for either session. If you have any questions, please don't hesitate to reach out!

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



Did You Know?

Submitted by Leslie George, Transportation, GAEOP Administrative Representative

Fun and unusual Facts about Thanksgiving

- President Franklin D. Roosevelt officially changed the date of Thanksgiving in 1941 to be the fourth Thursday of the month to encourage more holiday shopping to boost the economy. This was not a popular decision, and he was compared to Hitler.
- “Jingle Bells” was originally written for Thanksgiving. James Lord Pierpont wrote the song called “One Horse Open Sleigh” for his father’s Sunday school to be performed on Thanksgiving. It was not inspired by Santa and his famous sleigh pulled by magic reindeer.
- Thanksgiving leftovers led to the first ever TV dinner.
- Female Turkeys don’t gobble. Only male turkeys make the famous “gobble, gobble” sound. The female makes other sounds, such as purring and cackling.



- If it would have been up to Benjamin Franklin, the Turkey would have been the national bird.
- During the first Thanksgiving no one used forks. The utensil was not commonly used until about the time of the American Revolution.
- The woman who wrote “Mary Had a Little Lamb” is responsible for making Thanksgiving an official holiday. She petitioned the government for 17 years before convincing Abraham Lincoln to make it a holiday in 1863.

Benefits of GAEOP

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.
- And more!

“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).

Power of Positivity

Submitted by Kari Montoya, GAEOP Elementary-East Representative



Welcome Office Professionals

Submitted by Kelly Oveson, GAEOP Co-Vice President

New to District

Zoe Shane Principal Secretary
Oakridge Elementary

Transfers

Katie Hardman Career Center Secretary
Cyprus High from Cyprus High

Athena Panayides Hourly Secretary
Bates Central Kitchen from Nutrition Services Worker

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

PSP/GCPS Recipients

Submitted by Julianne Hamblin, GAEOP Immediate Past President

New

Katie Hardman Cyprus High
Associate Degree

Kristal King Jefferson Jr. High
Entry

Recertification

Michelle Foster Special Education
Professional III/GCOP

Milena Pehar Lincoln Elementary
Professional I

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>

More Ways to Feel Gratitude

Submitted by: Marilee Evans, LINK Co-editor

Gratitude can feel like a mood, emotion, state of being, attitude, or behavior.

Pioneering gratitude researchers define gratitude as a two-part experience.

- It's the recognition that something good has come your way.
- It's the realization that someone or something, including nature or a divine entity, is responsible, at least in part, for that good thing or experience.

The idea is to focus on the good but not ignore hard feelings and negative thoughts. Instead, you are simply reminding yourself that good things can happen, even amidst stress and hard times. Find out more [here](#).



GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chair

November 1 **Wendy Heslink**
NAEOP Past President

November 2 **Nakia Armstrong**
Cyprus High

Cheyenne Ashton
Cyprus High

November 5 **Jaqueline Carrillo-Valle**
Budget Office

November 9 **Jennifer Newland**
Hunter High

November 11 **Jamey Pease**
Wright Elementary

November 12 **Karen Manning**
Skyline High

Bonnie Seastrand
Truman Elementary

November 13 **Trinda Burdett**
Ed Tech

November 15 **Jacqueline Rosvall**
Cottonwood High

November 17 **Kauanoë Greenland**
Accounting

Linda Sorensen
Prevention & Student Placement

November 20 **Audrey Price**
Cyprus High

Doreen Yates
Curriculum & Instruction

November 22 **Kristin Fitzgerald**
Evergreen Jr High



NOVEMBER BIRTHDAYS

November 26 **Kelly Franz**
Cottonwood Elementary

Kari Parry
Taylorville High

November 27 **Diana Pennington**
Support Services/Policy & Legal Services

Shirlene Teigen
Hunter Jr High

November 29 **Tennille McCleve-Mendez**
Lake Ridge Elementary

Lana Sutton
Health Related Services



Dates & Deadlines

November 1	No Shave November
November 5	Daylight Saving (Fall Back)
November 9	Customer Service PD Class
November 14	Board Meeting
November 11	Veteran's Day
November 13	World Kindness Day
November 22-24	Thanksgiving Break
November 24	Black Friday



November GEM Winner

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

Cynthia Halliday, Hartvigsen

Nominated by Kim Westenskow and Rachelle Weston



Cynthia Halliday has consistently gone above and beyond the call of duty, making a significant impact on both staff and students. Cynthia has demonstrated outstanding organizational skills, ensuring that classes always have items they need such as flyers and parent letters. Anything we ask her to do she does with a smile and I know a lot of what she does is not part of her job description. Cynthia also watches students or helps out on buses and even has fed students to help out a class that is short. On numerous occasions she has proactively identified and resolved challenges we have had as a special needs school before they escalated. Her ability to foresee potential issues and just take care of them has had such a positive impact on the entire school. She excels in communication, ensuring that information needed gets to everyone. She makes everyone feel important and cared for. She is like our school mom always taking care of everyone. She is always the first one to arrive and the last one to leave. Cynthia is always willing to help out. She is super patient and will help you get whatever is needed. Cynthia Halliday deserves to know she is appreciated and Hartvigsen would not be the same without her.



Cynthia Halliday with some of her Hartvigsen colleagues



Kudos Corner

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

"The following office professionals were also 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.

- Cris Brimley
Churchill Jr High
- Virginia Glaittli
Beehive Elementary



Going the Extra Mile "GEM" Award Nomination

Submitted by Ty Whiting, "Going the Extra Mile" Co-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.



Potluck Party Recipe

Submitted by Trinda Burdett, GAEOP Secretary

Peanut Butter Chex Mix

Ingredients:

1/2 Cup butter

1/2 Cup peanut butter

1/2 Cup sugar

3/4 Cup light corn syrup

8 Cups corn Chex

Reeses Pieces candies

Directions:

Put butter, peanut butter, sugar, and corn syrup in a large pot and stir over medium heat. Bring to a rolling boil. Put cereal in a large bowl, boiling mixture over and stir to coat. Stir in candy pieces. Spread out on was paper to cool.

This recipe was passed to me through a good friend. The original recipe used M&M candies, but I prefer the Reeses pieces.

Correction from last month's recipe:

Last month's recipe was titled Peanut Butter Chex Mix but the recipe was really for Three Cheese Dip submitted by Lindsey Koehler in Accounting.



GAEOP Scholarships

Submitted by Julianne Hamblin, Scholarship Committee Co-Chair

Did you know that GAEOP sponsors several scholarships? You, or someone you know, may qualify for one. We have a scholarship especially for high school seniors and two for members of GAEOP.

Pursuing Excellence Student Scholarship

Granite School District seniors who plan to pursue post-secondary education can apply for this \$750 scholarship. Applications are due January 18, 2024.

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](#).





“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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Marguerita Davilla-Telck
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



Visit Our Website

www.gaeop.weebly.com

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2023-2024 Advisory Committee

Ben Horsley, Chief of Staff
Gayna Breeze, CEOE, GAEOP President
Wyatt Bentley, Associate Director, Human Resources
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.