

THE Link

October 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



A while back, I was pleasantly surprised to receive a thank you card in the mail. This was from an administrator with whom I have relatively little interaction. Something I did as part of the normal course of my day made enough of an impact on her that she took the time to write and send me a personal note. This simple gesture on her part made a huge difference to me. It became a Memorable Moment that Mattered. It lightened my load and put a song in my heart.

I still had patrons to greet, phone calls to answer, emails to return, and a never-ending workload. However, as I carried out my tasks that day, it was so much easier to do them with a smile. Even now, a couple of weeks later, I smile every time I see that card. Not only does it warm my heart, but it also makes me want to pay it forward and give someone else their own Memorable Moment. Even though I thanked this administrator, she may never fully know what a difference her card made to me.

I worry about those of you who may feel like what you do is not noticed or that it will not make a substantial difference. You ARE needed. Whether you are on the front lines or working behind the scenes, so often, we have no idea how far-reaching the impact of our attitudes and actions will be. Our systems may be flawed, difficulties may start to pile up, but we can still strive to create Peak Moments for ourselves and others. Do you remember what Dr. Nye taught during his message in June at our Professional Development Day? Think EPIC.

Peak moments are created through:

ELEVATION – Experiences that rise above the routine.

PRIDE – Experiences that commemorate

accomplishments and recognize others.

INSIGHT – Experiences of realizations and transformations.

CONNECTION – Experiences that bond us together.

Also from his presentation: "Impressions and moments become the fertile soil for great experiences that then become the substance of positive memories."

Service is one of the best ways I know of to create peak moments for both the giver and the receiver. This month as GAEOP members and office professionals we get to come together and serve many GSD students as we make and collect donations for the Santa Sacks that the Granite Education Foundation will distribute in December. Please mark your calendars for our GAEOP Service Night on Thursday, October 19th, and plan to spend an hour from 4:30-5:30 supporting a worthy cause. We will also have fun connecting as we play BINGO, enjoy refreshments, and win prizes that have been generously donated. Look for more information on page ten of our newsletter. We hope to see you there. If you cannot make it, you can still donate. Feel free to get your staff involved in the donations also.

Be sure to check out the other information that has been thoughtfully compiled for your benefit.

Take care,

*Gayna Breeze, CEOE
GAEOP President*



October National Book Month

Submitted by Marilee Evans, Link Co-editor

October is **National Book Month**. As Office Professionals who are constantly interacting with children we can be a great example of reading. Reading is such an amazing use of your imagination and intellect. You can be transported to another time or place, become someone new and/or completely different. Books can be educational or pure fantasy. Whichever book you choose make sure you pass on a passion for reading.

Why is National Book Month important?

- It encourages reading

The ultimate goal of National Book Month is to encourage reading — an activity with many proven benefits. Reading can help anyone develop better vocabulary, improve memory, expand knowledge, and lower stress.

- It honors the greatest

National Book Month helps recognize the greatest books and authors, which in turn gives young children diverse role models. It's important to show young people that literature and authors are still relevant and important.

- It encourages family time

National Book Month encourages families to enjoy new books together. Reading aloud or discussing new works around the dinner table supports family time and bonding.

How to Observe

- Start a new book

One of the best ways to celebrate National Book Month is by opening a book you've never read before. It may be your 20th of the year, or your first. Either way, you're embracing what this month is all about.

- Share an old book

There are so many powerful, funny, touching and life-changing books out there. Take one of your favorites and share it with someone.

- Post on social media

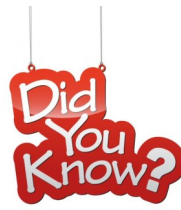
Use [#NationalBookMonth](#) to let your friends and followers know what you're up to this month. Tell them what you're reading and why, and encourage them to do the same!

Source: [National Today](#)



Did you Know?

Submitted by Dave Vande Veegaete, Director Granite Peaks



Granite Peaks Adult Education

As one of the largest school districts in the state of Utah, Granite District maintains many programs that operate outside of the traditional K-12 options. Many of these programs operate under the radar with the majority of Granite employees unaware of the service they provide. Granite Peaks Adult Education is one such program. During the 2022-2023 school year Granite Peaks Adult Education provided service to more than 4,500 students from six locations throughout Salt Lake County. Education services they provide are high school credit completion, high school equivalent diploma completion (GED), English language classes, workforce training, digital literacy, and naturalization (U.S. citizenship). Granite Peaks helps hundreds of students each year graduate from high school, transition to college, and improve their careers. Granite Peaks operates classes year-round with morning, afternoon, and evening options available. Our main location (501 East 3900 South) is open from 8:00 am to 9:00 pm Monday through Thursday and Friday from 9:00 am to 3:30 pm. We hold classes in person and online with students attending from multiple counties across the state. We are proud to be the largest adult education program in the state of Utah providing opportunities to marginalized groups. To learn more about Granite Peaks check out our website at: [Granite Peaks](#)



Power of Positivity

Submitted by: Kelly Oveson, Vice President GAEOP

If you reach for all the stars

All you get are the stars

But we've found a whole new spin!

If you reach for the heavens

You get the stars thrown in.

-Mary Poppins



GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chairman

October 3	Brenda Harris <i>Redwood Elementary</i>	October 8	Lindsay Koehler <i>Accounting</i>	October 23	Julianne Hamblin <i>Planning and Boundaries</i>
October 4	Chrystal Chapman <i>Bonneville Jr High</i>		Samantha Simister <i>Gourley Elementary</i>		April Smith <i>Cottonwood High</i>
	Harley McCall <i>Purchasing</i>	October 11	Rebecca Carpenter <i>Bennion Jr High</i>	October 24	Karin Cooper <i>Skyline High</i>
October 5	Carol Berlin <i>Teaching & Learning</i>		Jody Trujillo <i>Granite Park Jr</i>		Kim Dixon <i>Accounting</i>
	Judy Godoy <i>Kennedy Jr High</i>	October 15	Leslie Frank <i>Bates Foods</i>	October 25	Wendy Cochran <i>Eisenhower Jr High</i>
October 6	Ann Jones <i>YESS</i>	October 17	Marcinda Mohr <i>Architectural Services</i>	October 31	Jane Bracken <i>College & Career Readiness</i>
October 7	Jacki Brunson <i>Preschool Services</i>	October 18	Yvonne Garcia <i>Granite Peaks</i>		Maria Carmen Guevara <i>West Lake STEM</i>
	Sharon Clark <i>Bennion Jr High</i>				Melissa Place <i>Woodstock</i>



Benefits of GAEOP Membership

GAEOP is a voice for office professionals within the district.

WITHOUT MEMBERSHIP - THERE IS NO ASSOCIATION.

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).

Potluck Party Recipe

Submitted by Trinda Burdett, GAEOP Secretary

Peanut Butter Chex Mix

Ingredients:

- 8 oz Cream Cheese, softened
- 8 oz Cheddar Cheese, shredded
- 16 oz Cottage Cheese
- Seasonings to Taste:
 - ◆ Garlic Powder Onion
 - ◆ Powder/Chopped
 - ◆ Green Onions
 - ◆ Salt Pepper Milk



Directions:

Mix all ingredients together. If the dip is too thick, add a tablespoon of milk at a time until you get your desired consistency. This dip goes great with veggie trays, crackers, and my personal favorite...Ruffles Potato Chips.

This is a family favorite, and a staple at our Pre-Thanksgiving Feast Charcuterie Table. I am not sure where it came from!

Added Tip:

I don't like green onions, so I don't include them. I have added a small amount of grated onion instead of onion powder, but it is strong and goes a long way. Others have added chopped onions instead of onion powder.

Dates & Deadlines

Submitted by Marguerita Davilla-Telck, Co-Editor LINK

October 2 – 18	Open Enrollment (Insurance)
October 2	National Custodian Day
October 5	National Walk/Bike to School Day
October 12 - 13	Fall Break (including District)
October 16	Accounting Training—Elementary
October 16	Boss's Day
October 16	School Non-Attendance Day
October 19	GAEOP Santa Sack / BINGO Social
October 31	Halloween



Office Professionals' Spotlight

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

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](#)



Going the Extra Mile "GEM" Award Nomination

Submitted by Dawnette Dial & Ty Whitting, GEM Awards Committee Co-Chairs



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.



Welcome Office Professionals

Submitted by Kelly Oveson, GAEOP Vice President

New to the District

Evelyn Acevedo Gonzalez Comm Ed Coord Secretary
Granite Connections

Laurice Larsen Admin. II Secretary
Educator Support & Dev

Bettyna Lynes Hourly Secretary
Olene Walker Elementary

Darci Williams Elem Sub Principal Secretary
from Curriculum & Instruction

Secretary Transfers within Granite District

Michelle Autry Principal Secretary
from Arcadia as instructional Assistant

Kathryn Baker Principal Secretary
from Whittier as Para

Keri Crane Principal Secretary
from Communications as Receptionist

Debra Heaps Principals Secretary
from Spring Lane (when it closed)

Joanne Jewell Bookkeeper
from Matheson Jr. as Para

Kristal King Registrar
from Jefferson Jr. as Office Clerk

Beck Miller Admin. I Secretary
from Bonneville Jr. as Para

Crystal Newman Principal Secretary
from Millcreek (when it closed)

Wendy Schulte Hourly Secretary
from Woodstock



PSP/GCPS Recipients

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New

Monica Ayala Granite Online
Entry

Beck Miller Bates Food Service
Master's

Marilyn Floyd Special Education
Professional III/GCOP

Lindy Watts Granite Connections
Entry

Laurice Larsen Teacher Onboarding
Bachelor's

Elizabeth Garza Bates Food Service
Professional I

Recertification

Jaelyn Brunson Preschool Services
Bachelor's

Carol Berlin Student Learning
Professional III/GCOP

Kimberlie Dixon Accounting
Entry

Cristi Green Granite Education Foundation
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>

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 Gayna at gbreeze@graniteschools.org.

When is the first day of Fall?

Honey, everyone knows it's when Starbucks starts serving Pumpkin Spice Lattes.



someecards
user card

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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](#).

Office Tips & Tricks

Submitted by Ty Whiting, Elementary West Representative

Office Program Tips and Tricks

Learning and using keyboard shortcuts can significantly enhance your productivity across all Microsoft Office applications, including Word, Excel, PowerPoint, and more. By using shortcuts, you can perform various tasks quickly without the need to navigate through menus and ribbons with your mouse. This not only saves time but also reduces the strain on your wrists and hands.

Here are a few essential keyboard shortcuts to get you started:

Ctrl + S: Save (in most Office applications).

Ctrl + C: Copy.

Ctrl + X: Cut.

Ctrl + V: Paste.

Ctrl + Z: Undo.

Ctrl + Y: Redo.

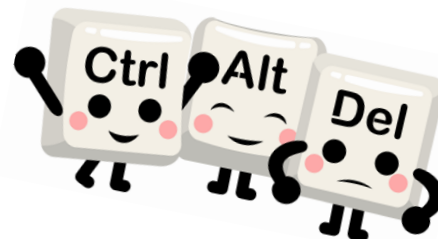
Ctrl + F: Find.

Ctrl + B: Bold (in Word).

Ctrl + I: Italicize (in Word).

Ctrl + U: Underline (in Word).

Take the time to learn and practice these shortcuts, and gradually expand your repertoire as you become more comfortable. It's a simple but highly effective way to boost your efficiency when working with Microsoft Office applications.



Professional Development Opportunities

Submitted by Trinda Burdett, GAEOP Secretary

With so many departments and staffing changes, do you know who to call when you have questions? We now have a live document to help with that. Bookmark the [Secretary Who to Contact List](#) and go right to the source to get your department specific answers.

Another great resource is in [Halo](#). You can find answers to all things Focus and so much more. Click on the Help Articles button and search the Knowledge Base from there. So often we can find the answers to our questions from the information and training videos they have already created for us!

This month our accounting department will be holding a training for all elementary principal secretaries on Monday, October 16th. The AM session will be for newer secretaries and the PM for seasoned. Watch for information to come from Traci Peterson.

GOT Questions?
WE'VE GOT answers.

September GEM Winner

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

Mara Escobar, Granite Park Jr High

Nominated by Crystal Dial



L-R: Julianne Hamblin, Mara Escobar, and Crystal Dial at Granite Park Jr

Mara has been working at Granite Park Jr. High for 16 years. She is a front office secretary, but she does so much more. If someone is needing something she is the person they contact for help. She is the runner to take things to teachers or to pick things up. She answers the phones, talks to parents and others who walk through the doors. Mara is also our Spanish interpreter. She steps into all sorts of roles that she doesn't necessarily have to, but is more than happy to. She works wonderfully with the students. She is always bubbly and happy to be at work. People notice when she is not here. She works extra when asked. She interacts with the parents with such ease and actually has made a lot of friends. She is open and honest in all that she does and people flock to be around her. She makes work a great environment. If you need someone to talk to she is who you go to. She cares about everyone. She is someone who would do anything to help you ease your load. I am lucky to be her coworker and friend.

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

- Wendy Cochran
- Angela Demelo
- Kim Dixon
- Michelle Eastman
- Rose Elkins
- Teresa Evans
- Virginia Glaittli
- Karne Godinez
- Andrea Ingleby
- Joanne Jewell
- Melissa Maughan
- Rosa Solis Rodriguez
- Amy Wolters
- Doreen Yates



OPEN ENROLLMENT

Oct 2 – Oct 18

IMPORTANT INFORMATION

\$50 Late Fee will be charged to employees who fail to waive or complete their 2024 elections during Open Enrollment. Open Enrollment will end October 18, 7:00pm (MST).

EVERY contract employee is REQUIRED to waive or re-enroll their insurance elections during the mandatory on-line open enrollment period (Oct 2 – Oct 18) to continue insurance benefits for the 2024 plan year.

Benefit Fairs

GEC - 10/5/2023
4-6pm, 2500 South State Street

GEC - 10/10/2023
4-6pm, 2500 South State Street

GEC - 10/18/2023
4-7pm, 2500 South State Street

ROAD TO BENEFIT FAIRS

Services Available

- > Online enrollment support
- > Enrollment questions answered
- > Free Flu shot for employees
- > Benefit Vendors Onsite
- > Prize Giveaways

Mandatory Online Enrollment



GRANITE ASSOCIATION OF EDUCATIONAL
OFFICE PROFESSIONALS

Service Project BINGO NIGHT

THURSDAY OCTOBER 19, 2023

4:30 PM - 5:30 PM

District Office Building Aud. D&E

SANTA SACK DONATIONS
TREATS & PRIZES



Service Project

SANTA SACK DONATIONS FOR

GRANITE EDUCATION FOUNDATION



ITEMS NEEDED

GIRLS 5-6TH GRADE

- Art sets
- Sewing kits
- Curling Irons
- Squishmellows
- Jewelry Kits
- ETC.....



HOW TO PLAY

- Each item donated is a Bingo Card
- Buy additional Bingo Cards for \$2.00
- Cash donations for GAEOP & GEF accepted

WHO IS INVITED

District & School Secretaries & Office Staff





“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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Administrator Onboarding
mevans1@graniteschools.org

Marguerita Davilla-Telck
Co-Editor

Olympus Jr High
mldavilla-telck@graniteschools.org

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.