



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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Teresa's Tidbits

GAEOP President's Message



Did you know that thirty five percent of us who make New Year's resolutions break them by the end of January? And only twenty three percent of everyone

who makes a resolution will see it through to completion.

(source: [FranklinCovey](#)).

I do not want to admit this, but I am probably one of those in the thirty five percent.

How many of you feel so good about resolutions, that you do not do just one, you do several? The key to successful goal making is not to be hasty when you do it. Make resolutions you've thought through and are willing to dedicate your time and energy to. Of course, best laid plans...

Lets face it, many of us may lack motivation and accountability, despite our best intentions. To keep you on task, find an accountability partner, who you can share your goal with. This way, you can check on each other and encourage each other along the way. You are probably saying to yourselves, "how do I choose just one?" For me, I try and choose one to begin with that will be easier to achieve so I do not get discouraged. I do not think there is any rule in which you can not do one at a time and then continue down the list. Well, that is my story, and I will stick to it.

To be truly effective, sticking to just one provides more of a success rate.

If you are like me, always wanting to be more fit or lose weight, remember to define what your specific weight loss goals are and give yourself a deadline within which to meet those goals. Make

the goal reasonable enough that you're not intimidated by it, and the deadline realistic. Do not say you will lose weight in one month, when this may not be a realistic expectation. Be kind to yourself by making the expectation within reach.

My hope for the New Year is to have a better one than we did in 2020. I'm sure we are all there. What can you do personally to make it happen?

The GAEOP Scholarship committee is working on scholarships. Most deadlines are coming up in the next few months and we would love to distribute some scholarship money to those that meet the criteria. See page 5 for more details.

Plans will begin shortly for our Professional Development Day to be held June 10. With school ending later than usual, it moved our day into June, mark your calendar. More details will be forthcoming as things transpire with COVID. Our hope is to have an in-person event, so we will plan accordingly to bring you another fabulous day.

I wish you much success on your journey of resolutions - "Bloom Where You Are Planted!"

*Teresa Himmelberger, CEO
GAEOP President*





Office Professional Spotlight

Submitted by Jessica Inman, Newsletter Committee

Cherilyn Bramall - Jackling Elementary



Cherilyn has been at Jackling Elementary since January and was offered the Principal Secretary position in July. She has had several positions in the district and has found this position to be the best! She has been married for 31 years and has two girls and a grandson. She loves being a grandmother. She loves to quilt and every spare moment is spent at her sewing machine, sometimes as early as 4:30 a.m. to get projects finished! She also enjoys decorating, gardening, and playing games.

Jeanette Liddell - Copper Hills Elementary



This is Jeanette's first year as Principal Secretary at Copper Hills Elementary. She has been married for 21 years to the same great guy and is the mother of five children, two of which attend Copper Hills. She attended Utah Valley University where she got her Associates Degree and was certified as a Licensed Practical Nurse, which comes in handy working at an elementary school. She loves making bread and recently decided to take on sourdough. She enjoys doing Yoga and Pilates to stay active and dreams of the day that she can travel again with family.

Ty Whiting - Copper Hills Elementary



Ty is the new Principal Secretary at Elk Run Elementary. He enjoys the job especially because each day is different. He has a beloved cat named Gizmo who really is the boss. When not at school, he spends most of his free time as Artistic Director of the Empress Theatre. When he is not doing that, he likes to craft and knit. He is completely devoted to his two nieces and two nephews and can often be found building forts for sleepovers with them.

New/Renew GAEOP Members

Submitted by Brooke Obray, Membership Chairman

How do you get your name on the GAEOP membership list? Details on page 6.

Chris Gardner
Granite Park Jr.

Jeanette Liddell
Copper Hills Elementary

Come join the family!



Fun Facts - Did you Know?

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor

The first New Year's celebration dates back 4,000 years.

Julius Caesar, the emperor of Rome, was the first to declare January 1 a national holiday. He named the month after Janus, the Roman god of doors and gates. Janus had two faces, one looking forward and one looking back. Caesar felt that a month named after this god would be fitting.

Remember the last scene in "When Harry Met Sally?"

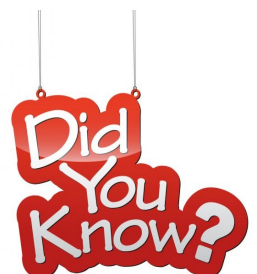
When Harry references a song after he and Sally kiss? It was Auld Lang Syne, a song traditionally sung at the end of New Year's parties. Poet Robert Burns wrote it in 1788. Though most people do not know the words to Auld Lang Syne, the overall message is that people have to remember their loved ones, dead or alive, and keep them close in their hearts.

Be sure to eat leafy greens on New Year's.

Tradition says that the more leafy greens a person eats, the more prosperity he or she will experience (what an incentive for staying healthy!). Tradition also says that legumes bring prosperity because beans and peas look like coins. No wonder why so many people eat black eyed peas on January 1.

Source:

<https://www.todayslifeonline.com/parent-resources/blog/ten-fun-new-years-facts-traditions>



Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP President Elect

Jessica Watkins
Principal Secretary, Granite Connection High

Have you recently started a new position in the district, or do you know someone who has? Send information to Julianne Hamblin, jhamblin@graniteschools.org.



Blood Donor Awareness Month

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor



January is the beginning of a new year and the perfect time to start the year celebrating National Blood Donor Month.

Due to increased seasonal illnesses during the winter months and inclement weather conditions, donations of blood and platelets decline and demand increases. The American Red Cross and Blood Banks of America encourages everyone who can donate, to continue to do so. Blood donation is safer than ever before and it saves lives. Millions of people, including cancer patients, organ recipients, and victims of accidents, rely on blood donations from people like you and me.

Give blood. Don't wait for a disaster. Someone needs blood now! Contact the [American Red Cross](#) or your local blood bank for more information. Here are some of the biggest reasons giving blood is so important:

1. About 36,000 units of red blood cells and 7,000 units of platelets are needed every single day in the U.S.
2. The most requested blood type by hospitals is type O. This kind of blood can be transfused to patients of all blood types, so it's always in great demand and very short supply. Only 7% of people in the U.S. have type O.
3. A single car accident victim may need up to 100 pints of blood to survive.
4. About 6.8 million people donate blood every year in the U.S.
5. 38% of our population is eligible to donate, but less than 10% actually do.
6. Donating blood is a simple, safe process. All you have to do is register, take a mini medical history test, donate, and then accept free refreshments like water, Gatorade, granola bars, etc.
7. A single donation from a single patient can help more than one person.

Source: redcross.org/donate-blood

Tried & True Recipe

Submitted by Dawnette Dial, Granite Park Jr.

Raisin Filled Cookies

Dough Ingredients:

- 2 cups butter
- 2 Tbsp. water
- 2 cups sugar
- 2 tsps. vanilla
- 1 cup brown sugar
- 6 ½ - 7 cups flour
- 4 eggs
- 2 tsp. baking soda

Dough directions:

Cream sugars and butter. Add eggs, water and vanilla. Add dry ingredients and mix well (dough will be soft). Make dough into 4 even rolls (approx. 1 ½" around) and wrap in plastic wrap. Put on a cookie sheet and freeze for 2-3 hours.

Filling Ingredients:

- 2 cups ground raisins
- 1 cup hot water
- ¾ cup sugar
- 1 tsp. vanilla
- 2 Tbsp. flour, heaping
- ½ cup chopped pecans (optional)

Mix all filling ingredients well.

Directions:

Take cookie dough out of freezer and let sit about 20 minutes. Slice dough 3/16" thick and place on 12x18 cookie sheet, 12 per sheet. Spoon 1 heaping tsp. of filling on each slice of dough. Place another slice of dough on top of filling. Bake at 375° for 10-12 minutes, until light brown.



Tips and Tricks - Hourly Attendance and Job Abandonment Procedures

Submitted by Kelly Franz, GAEOP Elementary East, and Jessica Inman, Pleasant Green Elementary - Newsletter Committee

Have you ever wondered where to look for clarification on legal policies & procedures? As secretaries, we have an important obligation to familiarize ourselves with a variety of legal policies. Whether it is regarding Business and Accounting policies or Human Resource policies, there is a lot to keep familiar with. It is easy to overlook an important piece of our job expectations, especially in a year like 2020 where our plates are overflowing with additional responsibilities and ever-changing expectations. Below you will find a link that will take you directly to a list of important district policies. It is highly recommended to familiarize yourself with policies that apply to your job and expected duties. <https://www.graniteschools.org/legal/policies/>

It has been requested that we help familiarize you with Attendance and Job Abandonment policies for Non-Contract (Hourly) Employees. Click [HERE](#) for the complete policy on **Attendance and Job Abandonment for Non-Contract Employees**.

It is expected that the [Application for Time Off Work \(TOW\) WITHOUT PAY](#) form (found on the Granite Intranet under Departments, Human Resources, Employee Forms, Leave Options and Forms) be provided to every hourly employee working in your building at the start of the school year. There should be a new form provided in each physical year. It is up to you where you keep these forms, but it has been advised to keep them with or near timecards for easy access by employees. It is expected that the employee fills out the form for each day taken off WITHOUT PAY and signed by the employee and administrator. After the employee has exceeded 5 days off, the form must then be signed by the employee and administrator, then the form must be sent to the Assistant Superintendent office via district mail for additional approval. Once it is signed by the Superintendent, the form will be sent back to your school. **Always send the original, not a copy.** At the end of each school year these forms will be stored in your building with your time and attendance documents for the duration required for time and attendance (3 years) and documented on your retention log. More information on record retention can be found [HERE](#).

Professional Development Opportunities

Submitted by Kathie Woodruff, GAEOP PD Chairman

We have scheduled a couple of great classes to be presented online by our Educational Technology Department on Friday, January 15. Registration will go out January 5, 2021.

Adobe Acrobat Pro (Jenny Peirce and Davina Sauthoff) 10:00 – 11:00 am and 12:30 – 1:30 pm

In this session you will discover all the things you can do with PDFs. We will cover how to:

- Convert files to PDFs
- Convert PDFs to other types of files
- Edit PDFs
- Combine, separate, and reorder pages in PDFs
- Create fillable and signable PDF forms
- And share PDFs for online review

You will have some time to practice, so be prepared with a document you will want to convert and work within PDF form.

Intro for Google (Cherie Anderson and Amber Palmer) 10:00 – 11:00 am and 12:30 – 1:30 pm

Google, Google, Google! Come and spend an hour with Amber and Cherie as we show you how to use and organize your Google Drive. We will show you how to move and rename and categorize files, share drives, and share docs, pages, and slides. We will show you how to keep your original copies safe, by forcing copies, but still use docs to collaborate and comment in each other's work. We will show you how to use SirLinksALot for file copies and we will take a quick swing past forms, showing three useful add ins, ChoiceEliminator, form limiter and QR code maker. Come join us for Googley fun!

Going the Extra Mile “GEM” Award

Submitted by Gayna Breeze, GAEOP Awards Co Chairman

Congratulations - Lorna Allen West Kearns Elementary Principal Secretary



Covid has made working the front office more demanding than ever. Lorna constantly adds and removes students from online or in-person classes. She hands out and takes back Chromebooks and supplies. She helps each teacher with parent contacts, sick students calling home and even lost items. She does all this and more with a beautiful smile on her face. She is amazing!

Lorna is the most patient person I've ever known. As a school secretary, she deals with crises all day long. I've seen her deal with phones, children, teachers, parents, and school administration all at the same time and never lose her cool. As more and more responsibilities are added to our school secretaries, their role is ever expanding. She is beyond efficient and handles every request or need quickly and kindly. She is never absent and has a positive attitude that lifts everyone's spirits when you are around her. She deserves to be acknowledged and rewarded.

Nominated by:

Pam Muir-Blankenship and Kim Jones



Pictured left to right: Pam Muir, Lorna Allen and Kim Jones

GAEOP Member Scholarship

Submitted by Celeste Bauer, GAEOP Scholarship Co Chairman



SCHOLARSHIP OPPORTUNITY

WINONA FULLMER
MEMBER SCHOLARSHIP 2021

This scholarship is designed to assist members of the Granite Association of Education Office Professionals who are pursuing a Professional Standards Program (PSP) or Certificate of Granite Certified Office Professional (GCOP) through continuing education.

The scholarship is named in honor of Winona Fullmer GAEOP Past President, and is valued at \$250

Apply online at <http://gaeop.weebly.com/scholarships-awards.html>

Application deadline: Friday, March 19, 2021

Sponsored by GAEOP- Granite Association of Educational Office Professionals
Questions: Contact Celeste Elmer or Cindy McCleve, GAEOP Scholarship Chairmen,
cbauer@graniteschools.org or cmcclve@graniteschools.org

Are you a member of GAEOP? Are you pursuing a Professional Standards program (PSP) or certificate of Granite Certified Office Professional (GCOP) through continuing education? If you are, the Winona Fullmer Member Scholarship can help you. Apply today!

Kudos Corner

Submitted by Gayna Breeze, “Going the Extra Mile” Co-Chairman

The following office professionals were nominated for the “Going the Extra Mile” 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.

January Nominees:

- | | |
|-------------------|--------------------------|
| Sharon Chaus | Hunter High |
| Isamar Chavarria | Granger Elementary |
| Brandi Elegante | Farnsworth Elementary |
| Carissa Fjeldsted | Farnsworth Elementary |
| Anne Mckenzie | Kennedy Jr. |
| Jennifer Newland | Hunter High |
| Suzy Peterson | Matheson Jr. |
| Audrey Price | Cyprus High |
| Stephanie Rees | Diamond Ridge Elementary |
| Luann Schroeder | Kearns High |
| Emily Thompson | Wasatch Jr. |
| Amy Torres | Kearns Jr. |
| Ty Whiting | Elk Run Elementary |

National Fun Days and GAEOP Member Birthdays

What fun day falls on your birthday?



January

1 Polar Bear Plunge Day

*Lesa Campbell
Warehouse*

2 Buffet Day

3 Festival of Sleep Day

4 Trivia Day

5 Bird Day

6 Bean Day

7 Old Rock Day

*Teresa Evans
Cottonwood High*

*Tanya Sargent
Driggs Elementary*

8 Earth Rotation Day

9 Word Nerd Day

*Darla Tolman
Prevention & Student Placement*

10 Houseplant Appreciation Day

11 Morse Code Day

12 Marzipan Day

13 Clean off Your Desk Day

14 Organize Your Home Day

15 Strawberry Ice Cream Day

16 Nothing Day

17 Kid Inventors Day

*Kim Nickerson
Rolling Meadows*

*Kelly Hazel
Skyline High*

18 Soup Swap Day

19 Popcorn Day

*Diane Gilmore
Fox Hills Elementary*

*Dena Loveless
Gourley Elementary*

*Stephanie Ostendorf
Custodial Services*

*Shauna Ross
Special Education*

20 Penguin Awareness Day

*Ashely Beesley
Teacher Onboarding*

*Shawna Cluff
Churchill Jr.*

*Donna Leppink
Fremont Elementary*

21 Squirrel Appreciation Day

22 Hot Sauce Day

23 Handwriting Day

*Natalie Yates
Bonneville Jr.*

24 Compliment Day

*Marissa Gallegos
Benefits*

25 Opposite Day

*Kelly Oveson
Bates Foods*

26 Spouses Day

27 Chocolate Cake Day

28 Fun at Work Day

29 Puzzle Day

30 Croissant Day

31 Backwards Day



PSP/GCOP Recipients

Submitted by Gayna Breeze, CEOE, GAEOP PSP Chairman

As you are contemplating goals and resolutions for this year, you may want to consider working toward getting, advancing, or recertifying your PSP/GCOP. Find more information about this on our GAEOP weebly website <http://gaeop.weebly.com/resources.html>. Congratulations to the Office Professionals who earned or renewed their certificate this past summer or fall:

Entry Level

Trinda Burdett
Jessica Lokeni

Ed Equity
Kearns High

Renewals:

Christy Anderson
Kristina Barr
Dawn Binyon
Cheryl Boynton
Sally Breinholt
Courtney Call
Larene Carlson

YESS Program
Bonneville Jr.
Valley Jr.
West Lake Jr.
GTI
Wasatch Jr.
William Penn Elementary

Advanced III/GCOP Level

Kathleen Goodman

Human Resources

Bachelor's Level

Allyson Lesuma

YESS Program



“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



“Bloom Where You Are Planted”



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

Visit Our Website

www.gaeop.weebly.com

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2020-2021 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Garrett Muse - School Leadership & Improvement

Natalie Hansen - School Leadership & Improvement

Teresa Himmelberger, CEOE, GAEOP President

Julianne Hamblin, CEOE, GAEOP President Elect

Kathie Woodruff, GAEOP Secretary

Carol Berlin, GAEOP Executive Representative

Celeste Bauer, GAEOP High School Representative

Kelly Franz, GAEOP Elementary Representative

The advisory committee meets several times a year to discuss issues concerning the Granite School District office professionals.