

THE Link

March 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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"Picture the Possibilities"

GAEOP President's Message



March is the month when I start to have moments of shock as I realize the end of the school year is just around the corner.

Deadlines start to loom, and I feel an increased sense of urgency to "get things done" or to "get caught up." With budget deadlines, new student registration, upcoming audits, and due dates for reports, it's easy to feel the tasks pile up. Then there are the field trips, concerts, graduations, and so many other things to prepare. Our time management skills get a rigorous workout.

Paul Casey, a school principal turned strategies coach, spoke about time management at The National Association of Office Professionals Virtual Summit in February. He shared several ideas that resonated with me. Here are a few of my favorites:

- Take some time at the end of your day to identify your top three priorities for the next day and write them down.
- Start on your priority items during the first hour of your workday. Starting as soon as possible gives you a chance to make progress before the inevitable interruptions and daily detours happen.
- Work to finish important tasks well before the deadline. This can save a tremendous amount of stress during busy days. Rather than worrying for weeks about an approaching deadline, finish the project and free your mind to concentrate on other important priorities.

It's time to vote for the 2023-2024 GAEOP Executive Board. We have several openings available, and we need your talents. Please see page seven for a list of the open positions. Volunteering on the board is a great way to share your ideas and get involved. Ballots will be emailed to all GAEOP members this month.

I hope you enjoy this issue of the newsletter. Information about this month's professional development session is on page five, along with the link to sign up to attend. Read about this month's Going the Extra Mile Award winner on page six.

I am looking forward to our 2023 Professional Development Day. PDD will be Thursday, June 8, 2023, at Taylorsville High. Mark your calendar and plan to join us for a day of learning and collaboration with office professionals throughout the district. An email with class details and a link to sign up will be sent to all secretaries in mid-April.

Thank you for your continued efforts to manage your multiple job responsibilities with excellence.

All my best,

*Julianne Hamblin, CEOE
GAEOP President*



Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New to the District

Brodi Ashton Principal Secretary
Bennion Elementary

Alyssa Wood Administrative Secretary
Human Resources over Licensures

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



Office Professionals' Spotlight

Do you know someone amazing we should get to know?
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](#)

Did you Know?

Submitted by Marilee Evans, "The LINK" Editor



March Fun Facts

- March is named for the Roman god of war, Mars. This was the time of year to resume military campaigns that had been interrupted by winter. March was also a time of many festivals, presumably in preparation for the campaigning season.
- The March equinox occurs on Monday, March 20, 2023. In the Northern Hemisphere, this is known as the vernal, or spring, equinox and marks the start of the spring season.
- St. Patrick was actually born Maewyn Succat, according to legend; he changed his name to Patricius, or Patrick, which derives from the Latin term for "father figure," when he became a priest.

PSP/GCPS Recipients

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New

Selene Harrison Curriculum
Entry

Recertification

Teresa Hughes Calvin Smith Elementary
Advanced III/GCOP

Stephanie Maarse Human Resources
Advanced I

Stefanie Meier Human Resources
Advanced III/GCOP

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>

Kudos Corner

Submitted by Carol Seastrand, "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

- Inma Burggraaf, Farnsworth Elementary
- Liz Garza, Bates Central Kitchen
- Ann Gordon, Human Resources
- Ali Humphrey, Payroll
- Andrea Ingleby, Valley Crest Elementary
- Jessica Inman, Human Resources
- Jennifer Newland, Hunter High
- Kelly Oveson, Wright Elementary
- Jamey Pease, Wright Elementary
- Amy Wolters, Vista Elementary



GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chairman



March 1	Jodi Halaewa Human Resources	March 17	Kari Montoya Walker Elementary
March 3	Jo Beckstrand Woodstock Elementary		Erin Winkler Kearns High
	Janene Fordham Elk Run Elementary	March 21	Gwen Coulson Curriculum & Instruction
	Sheila Privett Prevention & Student Placement		Sarah Guyer Jefferson Jr High
March 4	Ruth Brown Bennion Jr High		Gloria Hernandez Human Resources
March 6	Brandi Elegante Farnsworth Elementary	March 22	Faith Stevens Hunter High
	Jill Rasmussen Hunter High	March 23	Karen Bowden West Lake STEM
March 8	Darla Williams Communications		Francisa Rodriguez IS Support
March 9	Randa Farnsworth Kennedy Jr High	March 24	Kaylene Hughes Eisenhower Jr High
	Sabrena Koehler Community & Family Engagement	March 25	Lezlie Anderson Jackling Elementary
March 10	Sandi Crosby Curriculum & Instruction	March 26	Marilee Evans Administrator Onboarding
March 15	Julie Goodrich Cottonwood Elementary		Amarillys Segarra Moss Elementary
March 16	Courtney Call Wasatch Jr High	March 28	Jessica Watkins Granger High
	Linda Stevenson Olympus High	March 30	Samantha O'Hara Educational Equity
		March 31	Enory Martinez Special Education



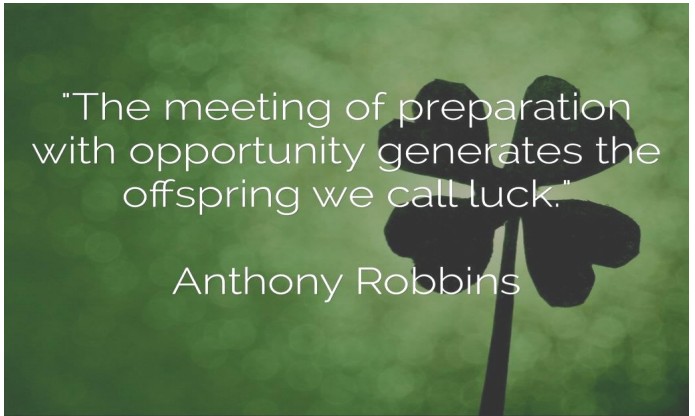
Dates & Deadlines

March 12	Daylight Savings - Spring Forward
March 17	Emergency Planning Class; St. Patrick's Day
March 24-30	Spring Break
April 14-21	Jr High Art Show at GEC
April 21-28	High School Art Show at GEC
June 8	PDD at Taylorsville High



Power of Positivity

Submitted by: Marilee Evans, Link Editor



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 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 2022-23 school year. My method of payment is...

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

Check enclosed - check # _____ OR Cash (\$15.00 annually)

My birthday (month and day) _____ Employee # (for payroll deduction) _____

Name _____

Location _____

New Member OR Renewal

You may interoffice the tear-away section to Marilee Evans in Administrator Onboarding or Julianne Hamblin in Planning & Boundaries, with a check or cash included (hourly).

March is National Developmental Disabilities Awareness Month

Submitted by Marilee Evans, "The Link" Editor

National Developmental Disabilities Awareness Month (D.D.A.M.), observed throughout March, is a nationwide event to raise awareness about the inclusion of people with developmental disabilities and address the barriers that those with disabilities face. Inclusion is necessary since about 15% of the world's population lives with a disability. D.D.A.M. is about understanding the relationship between the way people function and how they participate in society and making sure everybody has the same opportunities in every aspect of life to the best of their abilities. Find out why acceptance is a fundamental element of D.D.A.M. and what you can do to support this initiative.

HOW TO OBSERVE NATIONAL DEVELOPMENTAL DISABILITIES AWARENESS MONTH

1. Share on social media

Social media is a great way to connect with your community and raise awareness about developmental disabilities. By posting to your social media channels, you will amplify the voices of people with disabilities. Whether it is about inclusion in the workplace, the school, or the community, share it with your followers to spread awareness.

2. Wear orange

Orange is a color symbolizing energy and positivity. It's also the official color of Developmental Disabilities Awareness Month. One of the easiest ways to recognize D.D. Awareness Month is to invite your team to wear orange. So grab your orange attire, and let's celebrate!

3. Put a smile on a child's face

Let those children with developmental disabilities feel your love and support. Help them reach their dreams and encourage them to unleash their inner potential. One of the most meaningful ways you can do this is by donating to causes for disability awareness and/or supporting events that raise understanding of developmental disabilities.

Find more information by clicking [here](#).



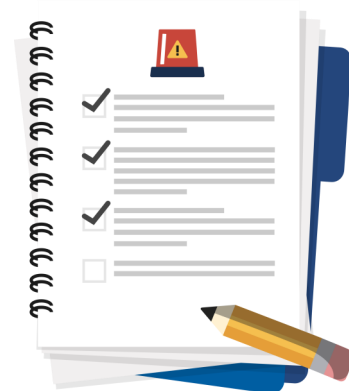
Professional Development Opportunities

Submitted by Trinda Burdett, Educational Technology, GAEOP Secretary

Emergency Planning 101

Have you been wondering what that big black box is, what's in it, and what you are supposed to do with it? We have another training opportunity coming up on Friday, March 17th to learn more about what to do in the event of an emergency at our schools. Roger Brooks, our Emergency Manager will give us some additional information on what's in those boxes, talk about your School Emergency Response Plan, how to become a first responder, and will have some tabletop demonstrations for us. Now is the time to get prepared and be prepared to *respond* in any situation at your school. We will have 2 classes – one at 8:00 am and one at 1:00 pm – both options are in-person at the district office. The sign up was sent by email. Sign up by March 15.

[Emergency Planning Class Sign Up](#)



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

Going the Extra Mile “GEM” Award Nomination

Submitted by Gayna Breeze, President Elect



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 and guidance counselor 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 Carol Seastrand or Dawnette Dial with any questions. They are the 2022-23 GEM Award co-chairmen and 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.

March GEM Winner

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

Kelly Oveson, Bates Central Kitchen

Nominated by Stephanie Wall

I would like to nominate Kelly Oveson at Granite School District Bates Kitchen. Sometimes I have heard him say that he is “only a secretary” but he is so much more. He has gone out of his way to learn different programs and different requirements so that when managers call with a question in panic, and they cannot get a hold of their coordinator he can talk them through their problem and fix their concern. Kelly takes pride in his work, and he takes responsibility if he happens to make a mistake (which hardly ever happens). The managers at the schools know they can count on him if he says he is going to do something. Kelly will go above and beyond to help receive large orders from our vendors and make sure that we have received everything. Kelly will help anyone in the office who needs him. No matter how busy Kelly is

he makes sure to answer the phone with a happy voice. He never gets angry or irritated with the person on the other end. He goes above and beyond with these school managers and coordinators to make them feel seen and heard. He tries to help them in any way possible, even when it means it is extra work for him. I wanted to also let everyone know that he goes above and beyond in the workplace with all his coworkers. He works so well to keep the peace. He is always the one that all the coworkers seem to go to when they are needing advice or a listening ear. Kelly goes above and beyond to make sure that the Granite School District students get their lunch. He is so constantly positive and is always going the extra mile.



Pictured l-r: Julianne Hamblin, Kelly Oveson, Stephanie Wall, Garth Hunt, Gayna Breeze



GAEOP

Is looking for Office Professionals to fill positions on the Executive Board for the upcoming 2023-2024 year

If you enjoy . . .

- ★ Putting your creative mind to work
- ★ Networking with fellow office professionals
- ★ Being aware of issues facing/impacting office professionals
- ★ Contributing to positive solutions
- ★ Being part of a working family
- ★ Having fun

then this job is for you!

The following positions are up for election this year and we are accepting nominations now through March 15, 2023.

Vice President (1 year position) - Perform duties of President in the absence of both the President and President-Elect. Attend all regular and special meetings of the Association. Attend Board of Education meetings. Fill any assignments assigned by the president.

Historian (2 year position) - Attend all regular and special meetings of the Association. Maintain a history of the Association by gathering pictures, articles, and other information, including committee reports of Association events and membership participation by placing information in the History Book.

Administrative Board Member (2 year position)* / **Part-Time Board Member** (2 year position)*

Elementary East Board Member (2 year position)* / **Elementary West Board Member** (2 year position)*

Responsibilities of Board Members shall be: Attend all regular and special meetings of Association. Fill any assignments assigned by the President. Attend Board of Education meetings. Work with Membership Chairman to welcome new employees.

Please send nominations to Julianne Hamblin jhamblin@graniteschools.org
or Gayna Breeze gbreeze@graniteschools.org



“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:

Jessica Inman
Co-Editor

Human Resources
jminman@graniteschools.org

Marilee Evans
Co-Editor

Administrator Onboarding
mevans1@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



“Picture the Possibilities”



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

Visit Our Website

www.gaeop.weebly.com

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2022-2023 GAEOP Board Members

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Jr. High Representative

Dawnette Dial
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Elementary Representative – East

Stefanie Meier
Human Resources
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Elementary Representative – West

Bonnie Seastrand
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Part Time Representative

Christy Olsen
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2022-2023 Advisory Committee

Ben Horsley, Chief of Staff

Julianne Hamblin, CEOE, GAEOP President

Celeste Bauer Elmer, GAEOP Historian

Wyatt Bentley, Associate Director, Human Resources

Gayna Breeze, CEOE, GAEOP President Elect

Trinda Burdett, GAEOP Secretary

Cindy Dunn, Director - Elementary, School Leadership & Improvement

Patrick Flanagan, Director, Human Resources

Virginia Glaittli, GAEOP Treasurer

Brandon Moore, Principal, Frost Elementary

Stephen Perschon, Director - Secondary, School Leadership & Improvement

Bonnie Seastrand, GAEOP Elementary West Representative

The advisory committee meets monthly

to discuss issues concerning the Granite School District office professionals.