

THE Link

May/June 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



As we finish out the school year there is much to celebrate. Students and teachers are excited to finish standardized testing. Everyone looks forward to end-of-the-year celebrations, awards ceremonies, field trips, field day, and graduations. At the same time, as office professionals, we are already preparing for the next school year. With all the busyness and demands on your time, I hope you will take some time to reflect on your year. What are some of your personal successes? What skills have you developed this year? What skills would you like to gain to do your job even better? What have you struggled with? How can you improve? Taking time to consider these questions and planning for ways to better manage the stresses of personal, family, and work life can go a long way to helping us find satisfaction in our work. It can be easy to fall into a pattern of simply reacting to all the interruptions and expectations we encounter each day. Staying in reaction mode can quickly lead to overwhelm and burnout. We need you. We need your skills, your compassion, and your teamwork to help Granite District succeed. Please save the date and plan to join us at Taylorsville High School for Professional Development Day on Thursday, June 8, 2023. Watch for an email with sign up links and details about the breakout sessions. Our keynote speaker will be Lisa Olsen, co-owner of Admin to Admin, educator, and international presenter. Lisa promotes continuous learning and encourages administrative professionals to expand their potential, take initiative, and practice being "relationship engineers."

The NAEOP Annual Conference will be in Omaha, NE July 16-19. Granite's very own Teresa Himmelberger will be installed as the NAEOP President. Teresa is passionate about advocating for office professionals here in Granite District and across the country. Links to information about the national conference can be found on page eight. I love recognizing office professionals with our Going the Extra Mile Award. It is so fun to surprise our monthly winners at their work location and present the award. Our office professionals do so much good. You are key employees at your location and everything you do and say reflects on your school and the district. Thank you for the positive ways you interact with others and the excellence you strive for in your work. Thank you to each of you who has taken the time to notice and nominate another office professional for the awesome ways they contribute. You can read about this month's GEM winner on page nine. I wish you a fabulous end to this school year and a rejuvenating summer. Thank you for the many ways you have made a difference to me.

*Julianne Hamblin, CEOE
GAEOP President*

"Choose to Shine"

Professional Development Day for all Office Professionals

Thursday, June 8, 2023
7:15 a.m. - 4:00 p.m.
Taylorsville High School



Keynote Speaker
Lisa Olsen from Admin to Admin



Plan to join us for a day of:

Breakout Sessions
Learning
Lunch

Collaboration
Prize Drawings
Fun



Remember to bring cash... proceeds from Baskets and 50/50 help supplement our budget and scholarship fund.

Professional Development Opportunities

Submitted by Trinda Burdett, Educational Technology, PDD Chair

Thanks to all who came to our emergency planning training with Roger Brooks. I hope you found his information helpful and valuable as you try to navigate different situations that may arise at your building. If you missed it, check with your principal on what the plan is for your school and what your role is for these situations.

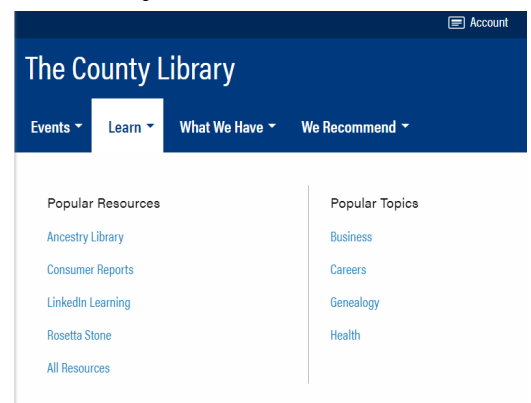
We have had a lot of great hands on training this year and still have our PDD with more to come. If you haven't seen a class on a specific skill, program, or application, we have an awesome *FREE* resource for you. With your Salt Lake County library card, you have access to a plethora of trainings through LinkedIn Learning (formerly known as Lynda.com). If you don't have a card yet, get signed up at any location. And don't worry if you don't live in SL County, as an employee of Granite you are eligible to get one.

To access these resources, head to www.slcolibrary.org. Click on the "Learn" tab at the top and select "LinkedIn Learning" from the Popular Resources section. At the LinkedIn site you will be prompted to enter your Library card number and PIN. From there you have access to courses that will help you as an Office Professional. We have worked with our HR department to get several of these courses approved for credit towards our Granite Certified Office Professional certificate:

- | | | | |
|-----------------------------|----------------|--|-----------------------------|
| ~Office 365 Suite | ~Google | ~Adobe | ~Note Taking |
| ~Power Point | ~Google Sheets | ~Writing a Resume | ~Web Conferencing |
| ~Time Management | ~Managing Up | ~Business Etiquette | ~Overcoming Procrastination |
| ~ Handling Workspace Change | | ~ Mastering Common Interview Questions | |

These courses are broken down into smaller segments, often with practice files included to help you learn each task. They have courses at multiple levels from beginner to advanced, so there's something for everyone! And you keep those classes in your history so you can refer back to them as needed if you need a refresher on a specific task!

Happy learning!



Free Summer Fun

Salt Lake in Utah is a tourist hub in its own right.

Every year, the most populous city of the state fetches at least 10 million tourists who check out its gorgeous parks, resorts, and more.

There are many free things to do in Salt Lake City, UT and beyond that are perfect for the frugal traveler.

Don't believe me? Here's a list you can refer to when you decide to go on your epic adventure: [Go to the link](#)



GAEOP Member Birthdays

Submitted by Marilee Evans, GAEOP Membership Chairman



April Birthdays

- April 2 Lori Lape
Ed Tech
- April 3 Deanne Meadowcroft
Eastwood Elementary
- April 5 Lorna Allen
West Kearns Elementary
- April 6 Breanna "Breezy" Davis
Transportation
- April 7 Marie Tomlinson
Bacchus Elementary
- April 9 Debbie Allen
Prevention & Student Placement
- Melody Fisher
Granger High
- April 12 Jami Donio
Kearns High
- April 16 Elizabeth (Liz) Garza
Bates Foods
- Leslie George
Transportation
- Christy Margetts
School Leadership
- April 18 Teresa Hughes
Calvin Smith Elementary
- April 20 Graciela Castro
Rolling Meadows Elementary
- Jennifer Justesen
Skyline High



April 21 Gayna Breeze
Planning and Boundaries

Beverly Fairclough
Monroe Elementary

April 22 Cassie Daley
Granger High

Amy McCumber
Educational Equity

April 23 Kimberly Gilbert
Olympus High

April 25 Lafo Tonga
Taylorsville High

April 30 Gail Dawson
Curriculum & Instruction

May Birthdays

May 1 Michelle Clark
Western Hills Elementary

May 5 Diane Fowler
Matheson Jr.

Ann Gordon
Human Resources

May 7 Mary Eilene Bennett
Monroe Elementary

May 8 Rosalinda Solis Rodriguez
Vista Elementary

May 9 Sandra Dorius
Morningside Elementary

Monica Tovar
Taylorsville High

May Birthdays Cont.

May 10	Nicole Smauldon Stansbury Elementary
May 13	Jessica Inman Human Resources
May 15	Dawnette Dial Granite Park Jr Dustie McDonald Wright Elementary
May 17	LaRene Carlson Penn Elementary Carla Dalton Bates Foods
May 21	Cris Brimley Churchill Jr. Michelle Allen Copper Hills Elementary
May 22	Tempest Fullmer Maintenance
May 25	Sally Breinholt GTI Jess Padmos West Valley Elementary
May 30	Whitney Garcia Granite Connection Liliana Arias Granger High

June Birthdays

June 1	Kacie Pfeil Cottonwood High
	Selene Harrison Curriculum & Instruction
June 2	Julene Maddocks Preschool Services
June 3	Angie Pester Hunter High
	Molly Upshaw Truman Elementary
June 6	Sheila Pe'a Hunter Elementary
June 8	Sheila Thompson Evergreen Jr High
June 9	Annette Cline Special Education
June 10	Aleshia Stutz Armstrong Academy
	Lora Willhard Crestview Elementary
	Kathy Jenkins Lake Ridge Elementary
June 12	Stefanie Meier Human Resources
June 14	Michelle Eastman GTI
	Lisa Cannon Olympus High
June 15	Nicholas Buhler Kennedy Jr High



June Birthdays Cont.

- June 17 Andrea Petty
Granger High

- Tara Nelson
Silver Hills Elementary

- Lorriane (Leni) Peterson
South Kearns Elementary

- June 20 Jacki Percy
Jefferson Jr High

- June 24 Kathy Roos
GTI

- Risa MacKay
Maintenance

- Shannon Hardy
Taylorsville Elementary

- June 27 Samantha Basham
School Accountability



Pursuing Excellence Student Scholarship

Submitted by Julianne Hamblin, GAEOP President

Micah Ashby, Hunter High School

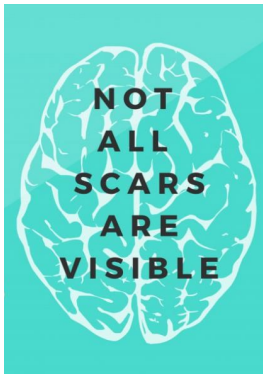
Congratulations to Micah Ashby of Hunter High School. Micah is the 2023 Pursuing Excellence Student Scholarship recipient, worth \$750. Micah has been involved with student government, excelled as a member of the track and cross-country teams, and qualified for the Future Business Leaders of America national competition. He plans to attend Snow College.



June Awareness Month

Submitted by: Marilee Evans, Link Editor

PTSD Awareness Month



Although often associated with combat veterans, Posttraumatic Stress Disorder (PTSD) is a mental health condition that can impact any person of any age after experiencing or witnessing a traumatic event. Such traumatic events might include military combat, sexual or physical violence, natural disasters, or severe accidents.

According to the [National Center for PTSD](#) about six percent of the population will have PTSD at some point in their lives and about 12 million adults in the United States have PTSD during a given year.

Individuals with PTSD may experience nightmares or unwanted memories of the trauma, avoidance of situations that bring back memories of the trauma, heightened reactions, anxiety, or depressed mood that impact their ability to perform in their social life, work life, or other important activities. You may also present with hypervigilance and challenges with executive functioning that impede academic/work performance.

For more information on combating PTSD follow this [link](#).

Power of Positivity

Submitted by: Marilee Evans, Link Editor



Years of Service

Submitted by Leesa Rij in HR and Marilee Evans in GAEOP

Congratulations on achieving 10, 15, 20, and 25 years of service with Granite School District. You have made a tremendous contribution to the districts progress during your tenure, and we are grateful that you are a part of this team.

The accomplishments that we have achieved across the spectrum of Granite are a testament to our loyal and dedicated employees. We hope you continue to be a part of those efforts. We want your success to grow too!

Again, congratulations on this remarkable milestone, and thank you for your loyalty! You are one of the reasons why Granite School District is a great place to work!

25 Years

Jodi Crandall
Maintenance

Teresa Himmelberger
Payroll

Danette Ontiveros
Olympus High

20 Years

Dawnette Dial
Granite Peaks Jr High

Kimberlie Dixon
Accounting

Leisl Leystra
Taylorsville High

Carol Niebuhr
Y.E.S.S. Program

Shirlene Teigen
Hunter Jr High



15 Years

Lorna Allen
West Kearns Elementary

Shawna Cluff
Churchill Jr High

Rose Elkins
Purchasing

Nancy Heckenliable
Kearns High

Jennifer Justesen
Skyline High

Jamey Pease
Wright Elementary

Darla Tolman
Prevention & Student Placement

10 Years

Teresa Evans
Cottonwood High

Leslie George
Transportation

Jodi Halaeva
Human Resources

Ann Jones
Y.E.S.S. Program

Sabrina Koehler
Community & Family Engagement

Julene Maddocks
Preschool Services



“GEM” Award Nomination

Submitted by Dawnette Dial and Carol Seastrand, Awards Committee Co-Chairs



We are looking for:

An office professional (secretary or office clerk) who provides the highest quality of service even when working through a difficult situation with a patron, student, or faculty member. Someone who does their job extremely well or goes above and beyond their regular job duties.

Submit your nomination at..... <https://forms.gle/v7FkMN2kVyoLL5TW9>

Thank you for taking time to nominate a secretary or clerk who is doing a great job. Please be as specific as possible. What makes your candidate stand out from the rest? We have so many fantastic employees and we love to share the awesome things happening at your schools and departments.

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, Christmas, 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 ___ Renew

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).

May GEM Winner

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

Rebecca Carpenter at Bennion Jr, Bookkeeper

Nominated by Ruth Brown

Becki came to her new position as financial secretary just as school was starting. We had been without a financial secretary since May, so Becki had a lot to learn. She has reached out to helpful people throughout the district, which have been a great resource to her. You will find Becki staying late as she figures out how to do a task and conquering it. She has been a great organizer and taken lots of notes from people who have helped and it has helped all of us understand her job and how to help each other and make everything flow better. She has also volunteered to help one of our para's with one of our students in a wheel chair and unable to walk or help himself. So she goes to the restroom with the para and helps lift and help this young man. She picks up orders for the school after her day has ended so they will be here early the next day ready to go. Becki is so kind to everyone from students, teachers and parents who come into our school. Becki is very knowledgeable about many different things and has had many life experiences which she shares and makes us laugh and learn. Becki also lives in the boundaries of the school and we have found her helpful insight, as we continue to connect with our community. She also remembers little treats or quirky things people mention and she shows up with them time and again and surprises those people. They know she listens to them and they feel loved. Becki is so positive and always looks for the bright side of things. No moss grows under her feet, she is a mover and gets the job done in a timely manner. We are glad she has joined our team and she has made Bennion Jr an even more delightful place to be.



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:

- Cheryl Boynton, West Lake Stem
- Ruth Brown, Bennion Jr High
- Courtney Call, Wasatch Jr High
- Rebecca Carpenter, Bennion Jr High
- Charity Flanagan, Wasatch Jr High
- Michelle Foster, Special Education
- Leslie George, Transportation
- KiKu Oldroyd, Cottonwood High
- Christine Olsen, Hunter High
- Debbie Richardson, Arcadia Elementary
- Amy Wolters, Vista Elementary
- Doreen Yates, Curriculum & Instruction

Did you Know?

Submitted by Marilee Evans, "The LINK" Editor

Signatures on Email's

While sending out 40-60 of the same email's this spring it finally hit me, why not make the bulk of what I am saying (since it is the same thing every time) into a signature.

Open an email, select signature, then select "signatures" at the bottom. This will open a new screen where you can type the signature you would like.

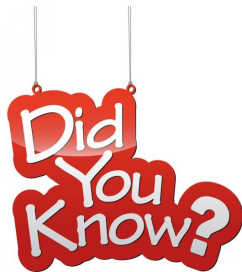
Everything in Red is one of the signatures I have. This way, all I have to do is copy and paste the subject line, drag in the attachment and enter the name of the new teacher.

Hi Teacher,

Attached is your time card for this pay period. Please get it to me no later than next Monday morning.

Thank you,
Marilee

This can be used in many different ways. If you are repeating the same thing again and again, I recommend giving this a try.



PSP/GCPS Recipients

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

Recertification

Judy Godoy Kennedy Junior
Advanced II

Marilee Evans Administrator Onboarding
Advanced III/GCOP

Jodi Crandall Maintenance
Advanced III/GCOP

Trinda Burdett Educational Technology
Intermediate

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>

Dates & Deadlines

Submitted by Celeste Bauer, GAEOP Historian

May 12	Mother's Day
May 29	Memorial Day
June 2	Last Day of School
June 8	PDD at Taylorsville HS
June 14	Flag Day
June 18	Father's Day
July 16-19	NAEOP Annual Conference



Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New to the District

Jackie Hale Principal Secretary
Crestview El (temp return from retirement)

Secretary Transfers within Granite District

Nayeli Munoz Admin. III Secretary
Information Systems from Crestview El Principal Secretary

Adrianna Telk Principal Secretary
Crestview Elementary from Valley Jr Registrar

Wendy Roesbery Principal Secretary
Transition Services from Olympus Jr Caf  Manager

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

Summer is coming



NAEOP
National Association of
Educational Office Professionals

2023

SCAN
FOR MORE
INFORMATION
ABOUT
CONFERENCE



Cultivate. Motivate. Unite.
with **NAEOP**
National Association of
Educational Office Professionals

Cultivate. Motivate. Unite.

NAEOP

July 16-19, 2023

Hilton Omaha Downtown
Omaha, Nebraska





“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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Co-Editor

Administrator Onboarding
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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



“Picture the Possibilities”



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

Visit Our Website

www.gaeop.weebly.com

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2021-2022 Advisory Committee

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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.