

THE Link

September 2022

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



I hope your school year is off to a great start. There is nothing quite like the smiles of kids on the first day of school. Seeing the excitement of students and teachers as they launch the new year brings satisfaction for all the work you did to make a smooth start possible. Working long registration days, answering countless phone calls, ensuring each classroom had enough supplies and textbooks, and taking a few extra minutes to help individuals find the specific person who could help them – these are just a few of the ways you contributed to a successful start.

Kelly Franz, the GAEOP Going the Extra Mile Award 2021-2022 winner, was recognized along with other fantastic educators during the Granite School District Opening Institute. The Going the Extra Mile (GEM) Award is designed to provide recognition for office professionals who provide outstanding service in their job. We recognize one nominee each month as a monthly winner and in May an overall winner for the year is selected. Do you know someone who consistently does their job with excellence? Someone who goes above and beyond expectations or goes out of their way to help someone else. Take the time to nominate them for the GEM Award. More information about the award, and the link to nominate, can be found on page 7.

When life gets especially hectic and I start to feel overwhelmed, I find myself turning to routines to help me stay on track. Do you ever feel like your "to do" list will never be finished? New items get added on faster than others can be checked off, and you feel like you are getting *nothing*

done. I find that if I consistently complete a few basic tasks every day, then I am better able to manage the unplanned items that invariably pop up and feel more focused as I move through my day. For many years at the elementary school, these were my three basics, and I kept a folder for each one.

- Who needs to be registered?
- What needs to be paid?
- What needs to be ordered?

Now that I no longer work in an elementary school my three basics have changed to fit my current responsibilities. But I find myself returning to the practice of a few basics to focus my day. What are some of your strategies and routines for managing *your* long list of responsibilities? I would love to hear your ideas. Click on this link to share:

<https://forms.gle/KFSNECUNCPVyrXkca>

Thank you for the care you take to do your job well. Your efforts are noticed and appreciated. I feel privileged to work with so many dedicated and talented people.

*Julianne Hamblin, CEOE
GAEOP President*

Keep your thoughts positive because your thoughts become your words.

Keep your words positive because your words become your behavior.

Keep your behavior positive because your behavior becomes your habits.

Keep your habits positive because your habits become your values.

Keep your values positive because your values become your destiny.

~Ghandi

(as quoted by Janet Vorwaller, GSD Opening Institute)

PSP/GCPS Recipients

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New

Suzanne Kirk Accounting
Advanced II

Recertification

Shawna Cluff Churchill Jr
Bachelor's

Darla Tolman Student Placement
Advanced III/CEOE

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>

Trivia Tidbits

Submitted by Marilee Evans, "The LINK" Editor

The name "September" comes from an old Roman word, "septem," which actually means seven. That's right – September was the seventh month of the year on the Roman calendar – It did not become the ninth month until the advent of the Gregorian calendar. The Romans believed that September was looked after by the god of fire.

September is also known as Harvest Month. It's a great month to harvest in preparation for the coming winter months. In fact, in Old England, it was called "Haervest-monath", meaning Harvest Month. Some of the best crops to harvest are onions, apples, raspberries, and tomatoes. So watch out for squash magically appearing at your desk.

Service Project

Submitted by Lindsey Larsen, GAEOP Membership Chair



We are excited to announce the GAEOP service project for the 2022-2023 school year.

GAEOP will be collecting items for Santa Sacks and playing BINGO.

Save the date of **October 26, 2022.**

More details to come.

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New

B. (Hope) Glenn Principal Secretary
Hillsdale El

Shauna Jackson Principal Secretary
Pleasant Green El

Marica O'Bryan Guidance Clerk
Taylorville HS

Caroline Ramos Registrar
Cottonwood HS

Savannah Whitney Principal Secretary
Stansbury El

Transfers

Rebecca Carpenter Bookkeeper
Bennion Jr para

S. (Sophie) Chang Assistant Bookkeeper
Skyline HS from Granite Park ESL Aide

Kathy Conley Principal Secretary
Jefferson Jr from Jefferson SPED Aide

Crystal Newman Principal Secretary
Mill Creek El from Mill Creek BHA

Janice Reading Admin I Secretary
SpEd-Related Services from related services Hourly

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



September Awareness Month

Submitted by Marilee Evans, GAEOP "The LINK" Editor



Friendship Month

Almost every one of us relies on their friends in one way or another, at some time of life or another. Friendship Month is all about highlighting the importance of what friends mean and

celebrating what friendship brings to all of our lives every day! Friendship Month is something you can recognize by spending more time with your friends or even getting back in touch with people who have lost touch with. For other people, Friendship Month is an opportunity to reach out to new people and make friends with them.

How to Celebrate Friendship Month

Try the following ideas to get started. Of course, it's also possible to celebrate Friendship Month in your own ways.

Tell a Friend How Much They Are Appreciated

Social connections can keep problems at bay and ensure that people are happier and more well balanced as they move through life one day at a time. It's important to stop from time to time and recognize the impact of friendships.

Reconnect with an Old Friend

Contacting old friends and having a long-awaited meetup is a nice thing to do during Friendship Month. It's easy to lose contact with old friends, but it can be just as easy to get back in touch once again.

Make New Friends

Friendship Month might be a great time to make new friends. Getting out of our comfort zone and meeting new friends isn't always easy. Invite the new person at work to join you for lunch.

Be Kind to Others

Another simple but effective way to meet new people is simply to be aware and attentive to the humanness of other people. In the rush of daily life, it's easy to overlook those around you who may need a friend.

A lot of things change in life, but one thing that never goes away and never loses its importance is friendship. Celebrating Friendship Month is the perfect way to remember and make time for friendships that mean so much in life!

For more information visit:

<https://www.daysoftheyear.com/days/friendship-month/>

Potluck Party Recipes

Submitted by Lindsey Larsen, Special Education

Everyone loves a good potluck in the office. We are going to be featuring recipes this year that are easy to transport and use for those wonderful work related events. If you have a tried and true recipe please go to the [recipe link](#) and share your favorite.

Creamy Italian Potato & Zucchini Soup

Ingredients

- 1 tablespoon olive oil
- 1 yellow onion, diced
- 2 cloves garlic, minced or grated
- 3 medium zucchini, grated using a box grater
- 1 large potato, cut into medium-sized chunks
- 4 cups chicken stock
- 1 tablespoon freshly grated parmesan
- salt and pepper for seasoning
- 1 tablespoon butter (optional)

Add olive oil to a large pot and sauté the onion until soft and translucent. Add the garlic and sauté for 1 minute longer.

Add the grated zucchini and sauté for 1-2 minutes. Add the potatoes and chicken stock and bring to boil. Once boiling, turn down to a simmer and simmer for 20 minutes. Turn off the heat and using a handheld blender (immersion blender) blend the soup until smooth and creamy.

Stir in the grated parmesan and butter if using and season with salt and pepper.

Personalization:

It's my go-to for functions because it is gluten-free, and most kids don't realize it has veggies in it! My son loves this recipe .

I like to cook and prepare it the night before. The next day, I bring it in a crockpot and get it nice and warm before adding the parmesan and butter.

Find out more [here](#).



Did you Know?

Submitted by Marilee Evans, "The LINK" Editor

Free & Reduced Lunch

As a school district providing school meals, our commitment is to ensure students have access to nutritious food at all Granite sites. As we transition to a new school year, there are some important changes you need to know:

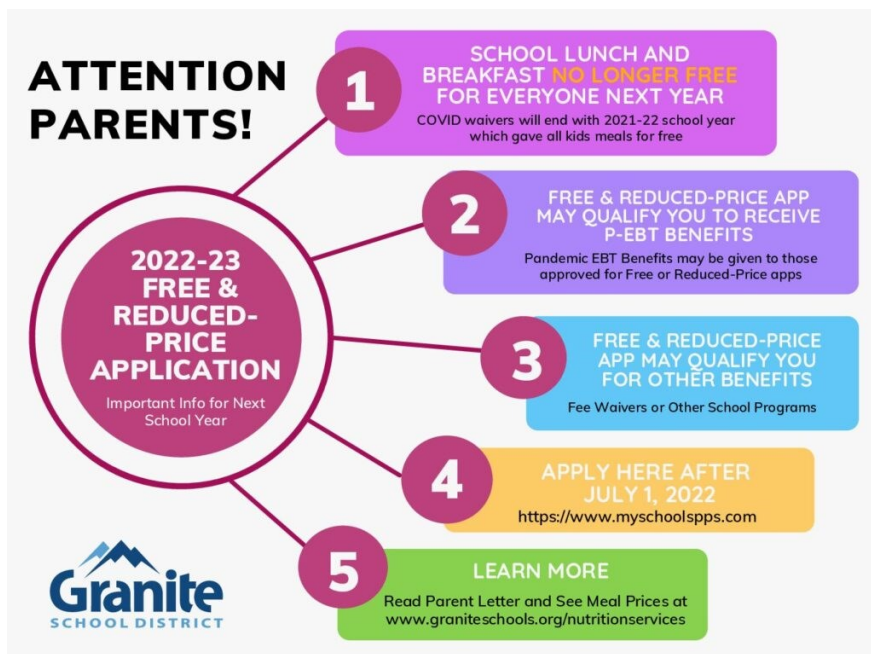
- Nationwide school meal COVID waivers from the USDA expired at the end of the 2021-2022 school year. This means Granite School District can no longer offer free breakfast and lunch to all students.
- **Families must apply for free or reduced-price meals beginning the 2022-2023 school year.** [Follow this link to apply online for free or reduced-price meals.](#) You may also turn in an application to Granite Nutrition Services at 4161 W. 2200 South, Salt Lake City, UT 84104.
- Students who qualify for reduced-price meals will continue to receive meals at no charge (this was a Granite School District decision).
- The following schools operate under the Community Eligibility Provision and will continue serving breakfast and lunch to all students at no cost: Lincoln Elementary, Moss Elementary, Redwood Elementary, Olene Walker Elementary, Wilson Elementary, and Granite Park Junior High.
- Schools currently operating a Breakfast in the Classroom (BIC) model will continue receiving breakfast at no cost. Traditional models will be charged as free, reduced or paid.

Who can receive Free or Reduced-Price School Meals?

Children may receive free or reduced-price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Children may qualify for free or reduced-price meals if your household income falls at or below the limits of the [Federal Income Eligibility Guidelines](#).

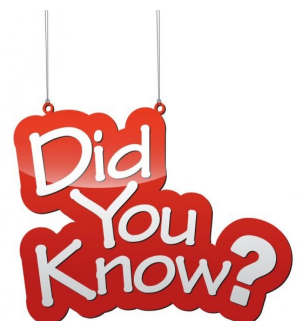
- All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF) are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.

If you have additional questions, please contact Granite Nutrition Services at 385.646.4321



If you haven't grabbed a flyer for your office you can find the flyer, to the left, in English and Spanish at:

<https://www.graniteschools.org/nutritionservices/>





Office Professionals' Spotlight

Submitted by Jessica Inman, "The LINK" Editor

Suzanne Kirk - Accounting, Administrative Secretary I



Suzanne has been with Granite School District for several years. She was a para educator at Western Hills Elementary for 12 years before moving to Cottonwood High

School. At Cottonwood she was the Data Assistant for the GEAR UP grant. Working part-time while her children were at home was a blessing but now they are out of the house, she knew she was ready to move into a full time job.

Suzanne and her husband are the parents of six children, five boys and one girl. All of them are married now and starting families of their own. They are thrilled to have nine grandchildren and look forward to more in the future.

As a family, they love to go camping and spend time outdoors. Suzanne and her husband like to take their bicycles out for causal rides along the Jordan River Parkway. She also likes reading, cooking and doing crafts.



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](#)

RayDean Hill, Accounting, Administrative Secretary I



RayDean has mostly been a stay-at-home Mom for the last 30+ years. Early in her marriage she worked as an apartment manager. In the last decade she has worked part time as an Accredited Genealogist Professional, doing research for people's ancestral families in England.

She also served for a short time as the secretary for the International Commission for the Accreditation of Professional Genealogists, and taught at various genealogy conferences. Part of the reason she recently started with Granite is because her youngest just graduated from Jordan High School.

RayDean has six amazing children and three practically perfect grandchildren! Up until this year, she took care of her grandchildren full time while their parents worked, so they are "her babies," too, even though two of them have started school now.

"I seek dead people" is her saying (for family history / genealogy). RayDean loves playing the piano, crocheting, jigsaw puzzles, studying, and she has recently started teaching herself Hebrew.

Professional Development Opportunities

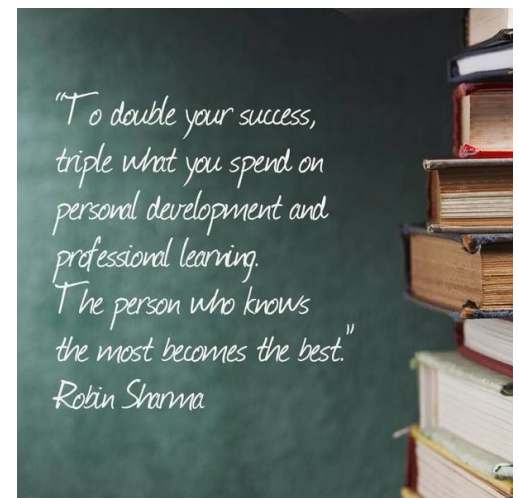
Submitted by Trinda Burdett, Educational Technology, GAEOP Secretary

September 18, 2022 Accounting Department—financial training for
8:00 a.m.—noon Elementary Principal Secretaries.
 I.S. Training Room, GEC C-121

Email Traci Peterson, tapeterson@graniteschools.org, with any questions and to sign up for the training.



If you have an idea for a specific topic for professional development you may contact Trinda Burdett at tburdett@graniteschools.org.



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 Lindsey Larsen, Membership Chairman, at

llarsen@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 Lindsey Larsen in Special Education or Julianne Hamblin in Planning & Boundaries, with a check or cash included (hourly).

Dates & Deadlines

September 5, 2022	Labor Day
September 13- 14, 2022	Fall Break
September 15, 2022	GEM Award Nominations Due
September 19-20, 2022	Senior High PT Conferences
September 20-21, 2022	Jr High PT Conferences
September 21-22, 2022	Elementary SEP Conferences
September 23 & 26, 2022	Student Recess Day



Power of Positivity

Submitted by: Elisa Jenkins, School Leadership

**FOLKS ARE USUALLY
ABOUT AS HAPPY
AS THEY MAKE UP
THEIR MINDS TO BE.**

Abraham Lincoln

GAEOP Member Birthdays

Submitted by Lindsey Larsen, GAEOP Membership Chairman

September

1st

Marguerita Davilla-Telck
Olympus Jr High

Deanne Slade
Olympus High

Sarah Spencer
Granite Peaks

2nd

Melodee Bennett
Granite Peaks

Cindy Briggs
Taylorsville High

Jean Gorringer
Granite Peaks



4th

Janice Reading
Special Education

6th

Erin Wright
Student Assessment

10th

Stephanie Rees
Diamond Ridge Elementary

11th

Lourdes Montes
Copper Hills Elementary

13th

Emily Haymond
Preschool Services

Jill Lamping
Monroe Elementary

Katie Tibbitts

Granite Transition Services

14th

Melinda Berg
Kearns High

Leasa Foust
Hunter High

Bonese Snarr
Wasatch Jr High

16th

Donna Lloyd
Career & Technical Education

17th

Sheyla Holt
Benefits Office

19th

Deborah Despain
Churchill Jr High

20th

Heidi Brooks-Hanson
Accounting

Nancy Madrid
Copper Hills Elementary

21st

Milena Pehar
Lincoln Elementary

24th

Trinidee Marchant
Granite Peaks

25th

Tammy Bardsley
Evergreen Jr

Jessica Lokeni
Kearns High

Going the Extra Mile "GEM" Award

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.

Each month a committee of up to 10 individuals will select a monthly recipient by the merit of the nomination, not who the nomination is about. The deserving recipient will receive a congratulatory visit, a \$25.00 Amazon gift card and a certificate. Other nominees will be recognized in our Kudos Corner of the monthly newsletter. At the end of the year, the monthly winning nominations are reviewed by a different committee to select an overall GEM recipient. He/she will be recognized at our professional development day in June.



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.



Next Article
Deadline:
September
20

"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
Editor

Human Resources
jminman@graniteschools.org

Marilee Evans
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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2021-2022 Advisory Committee

(2022-2023 Committee coming soon)

Don Adams, Assistant Superintendent, Support Services

Patrick Flanagan, Director, Human Resources

Wyatt Bentley, Associate Director, Human Resources

Garett Muse, Secondary Director, School Leadership & Improvement

Natalie Hansen, Elementary Director, School Leadership & Improvement

Julianne Hamblin, CEOE, GAEOP President

Gayna Breeze, CEOE, GAEOP Vice President

Teresa Himmelberger, CEOE, GAEOP Immediate Past President

Kathie Woodruff, GAEOP Secretary

Carol Berlin, GAEOP Executive Representative

Kelly Franz, GAEOP Elementary Representative

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