



## 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



GOALS - Do you have one, some or many? How do you create goals? What do you want to build? What do you want to feel? What do you want to see? What are you passionate about?

I recently read a weekly email I received from Jon Acuff, *New York Times* bestselling author. He talked about how he thought everyone had aspirations of goals, until he received an email from a teacher that shocked him. He continued to say, "I don't mean 'shocked' like click bait headlines that say, 'You'll be shocked at the secret ingredient in this Mac n' Cheese'" and then you click on it and realize it's kale and you're less shocked and more disappointed." Sounds pretty serious, right? Here is what the teacher said.

*"First lesson was today. As I feared, almost all of the students said they don't make/need goals. They are of the opinion that only fat adults make weight loss their goal, and there's no other reason for goals. I'll take any tips or helpful advice you have for teaching students why/how to set goals."*

Wow. This group of high school students shocked Jon with what might be something fundamentally wrong with goals that he hadn't noticed for 12 years, which is how long he has been working with people on their goals.

This started me thinking and brainstorming with some friends as to what a goal really is. Quite simply, it's a step to a big dream, a road map or passport to a new life. Have you ever compiled a vision board? This shows things which are important in your life or pictures of places you want to visit, and dreams you may have for the future. These are goals. Without goals, where do we get in life?

Because of goals, Jon listed the things a goal gave him personally:

*Gave him his first book (and 7<sup>th</sup>)*

*Gave him his first 5K race*

*Gave him his first \$1,000 for his side hustle*

*Gave him a decluttered home office that he actually enjoyed being in*

So, ask yourself, what kind of goals do you have that will help you achieve your successes in life?

Moving forward with March events, you will soon see an email with a link to a Google Doc. This will provide you a ballot for the elections of the GAEOP Executive Board open positions. If you are a GAEOP member, please take time to read through each individual's bio to become acquainted with them before you vote. This is another opportunity for you to have a voice.

The voting is complete for the revised bylaws. Thank you to those members that voted. The bylaws have passed and will be updated on [gaeop.weebly.com](http://gaeop.weebly.com), under Bylaws.

GAEOP recently awarded a deserving Granite student the Helen P. Metos Student Scholarship. We are excited to help a deserving student in furthering their education. Details on page 5.

Plans are underway for our annual Professional Development Day, June 10, 2021. Mark your calendar for a day of learning, fun, and networking. Details on page 4. Registration will begin in April.

Continue to "Bloom Where You Are Planted."

*Teresa Himmelberger, CEOE  
GAEOP President*

Successful people maintain a positive focus in life no matter what is going on around them. They stay focused on their past successes rather than their past failures, and on the next action steps they need to take to get them closer to the fulfillment of their goals rather than all the other distractions that life presents to them.

~ Jack Canfield



## Office Professional Spotlight

*Submitted by Dawnette Dial, Newsletter Committee*

### Stephanie Wall - Bates Food Center



Stephanie has been working in the district now for about six years. She started as a paraeducator, where she loved being in the classroom working with the kids. She is currently an Administrative Secretary in Bates Foods. She is a single mom to five amazing, smart, and loving young kids.

Her greatest joy is spending time with them. They have a fantastic time in the mountains any chance they get. She enjoys collecting house plants, doing Science activities with her kiddos, playing the piano, cooking new recipes, working in the yard, and anything that allows her to learn something new. She is thankful for the opportunity to work for Granite District.

### Jessica Watkins - Granite Connection High School



Jessica started in 2020 in the Human Resources Department, then became a Substitute Secretary serving in different schools. She is currently working as the Principal Secretary at Granite Connection High School. She is grateful to be working for Granite School District (she attended five

Granite Schools growing up) and she feels like she is home when she comes to work. She has two sons, ages 12 and 17 who are AMAZING, and she loves spending time with her family. She is also an artist and she currently has several projects she is working on. She says she learns something new every day and looks forward to the years ahead!

## 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.



## Welcome Office Professionals

*Submitted by Julianne Hamblin, CEOE, GAEOP President Elect*

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](mailto:jhamblin@graniteschools.org).



## Fun Facts - Did you Know?

*Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor*

The “Ides of March” was a day in the Roman calendar equivalent to March 15th. It was considered a deadline for settling debts. It was also the day Julius Caesar was assassinated.

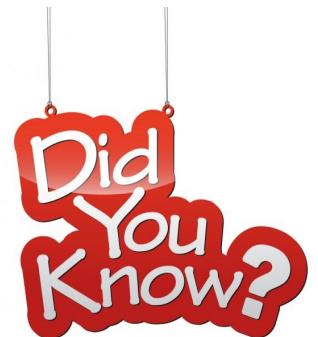
March babies are spoiled with two birthstones: aquamarine, and bloodstone, which symbolize courage.

On March 10, 1876, Alexander Graham Bell made the first ever phone call. It was to his assistant and he said “Mr. Watson, come here. I want to see you.”

Saint Patrick’s Day occurs every March 17th, celebrated in many western countries to commemorate the day Saint Patrick died.

The Eiffel Tower was ascended for the first time on March 31, 1889. Gustave Eiffel himself led a group of government officials and members of the press to the top. The elevators were not in operation yet, so the journey was made on foot and took over an hour.

**Source:**  
<https://www.thefactsite.com/>



### Read Across America Day - March 2

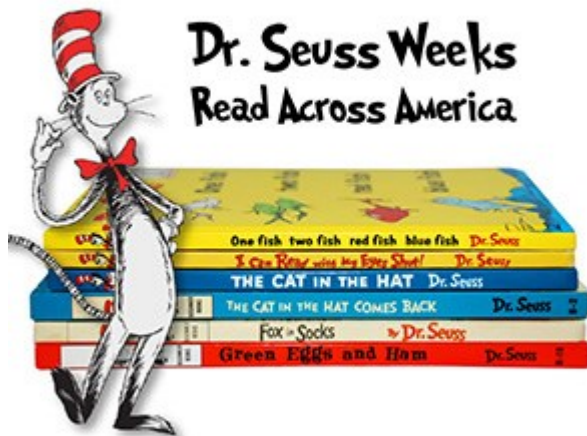
*Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor*

Read Across America Day, also known as Dr. Seuss Day, is an annual observance in the USA inaugurated by the NEA (National Education Association). It is held on the school day that is nearest to March 2, Dr Seuss' birthday. Theodor Seuss Geisel was an American artist, book publisher, animator, poet, and political cartoonist as well as an author. He is best known for authoring over 60 children's books.

NEA launched Read Across America, which is an initiative on reading that began in 1997, to encourage children in reading more books and also getting them excited about reading. On March 2, 1998, the first Read Across America Day was celebrated; since then, it has been held annually.

The holiday mainly focuses on motivating children to read as it improves their performance in school. On this day, hospitals, bookstores, community centers, churches, libraries as well as schools, host many events. National Education Association members and a total of 50 national associations, as well as organizations, support the Read Across America Day. National Education Association provides various resource materials for people who want to celebrate the holiday in their unique way. The official website for NEA has many ideas that can be helpful.

<https://www.awarenessdays.com/awareness-days-calendar/read-across-america-day-dr-seuss-day-2021/>



### Tried & True Recipe

*Submitted by Jamey Pease, Gerald Wright Elementary*

#### ITALIAN SUB SALAD

##### Ingredients

2 hearts of romaine chopped  
½ pound salami chopped  
½ pound provolone chopped  
8 oz package mini fresh mozzarella balls  
1 cup shredded Parmesan  
1 package mini pepperoni  
1 cucumber sliced thin  
1 red pepper sliced into strips  
1 cup mild pepper rings  
1 white onion sliced thinly  
1 tablespoon black pepper  
1 tablespoon dried basil

##### Dressing

½ cup olive oil  
⅓ cup red wine vinegar  
½ teaspoon garlic powder  
1 tablespoon Italian seasoning  
1 tablespoon honey  
1 teaspoon salt

##### Instructions

Whisk together ingredients for salad dressing. Cover and set aside.

In a large bowl add romaine lettuce. Top with meats, cheeses, and remaining veggies. Sprinkle with pepper and basil.

Cover and refrigerate for 4 hours or overnight (to let flavors meld).

When ready to serve, toss, and drizzle with dressing.

Serve cold, garnished with fresh basil.



## Tips and Tricks - Immunization Requirements and Procedures - Part II

*Submitted by Jessica Inman, Pleasant Green Elementary and Barbara Urry, Plymouth Elementary*

This month we will focus on how you can maintain immunization requirements at your school with tips and tricks that have worked for us.

### 21 Day Conditional Enrollment Process

Starting the day of enrollment, the school has five business days to review an immunization record and provide the parent with written notification of the conditional enrollment period. Having a copy of the conditional enrollment letter ([English](#) and [Spanish](#)) printed and ready for new registrations allows you to give a parent the notice that same day. The 21 days start on the students' date of enrollment. For example, the student starts on Monday, February 1st, the parent has until Monday, February 22nd to provide the school with accurate immunization records. Students who are not in compliance at the end of the conditional enrollment period must be excluded from attending the school/early childhood program until they provide proper documentation of immunization records to school/early childhood program.

**Exclusion Process** - Once a student is out of compliance and is no longer enrolled under conditional circumstances we must send an exclusion notice to parents ([English](#) and [Spanish](#)). This means that the student is no longer able to attend school until their immunizations are brought current and we are provided proof of immunizations. More information about exclusions can be found on page 45 of the [Immunization Guidebook](#).

**Keeping Track of Conditional Enrollment Dates** - Utilize the tools in Discovery by logging conditional enrollment and the date that enrollment expires in the drop-down option on the immunization page under exemption and expired. There is also a notes section at the top of the immunization page in Discover that I like to use to track communication with parents/guardians.

**Keep a Schedule** - One of the most important parts of keeping up with immunization requirements is to keep yourself on a schedule. Set aside one day each month to focus on immunizations. Put a reminder in your calendar to keep you on track. On that day each month you will want to pull one report from Discovery. Go to the GSD Immunization Report, YIS: Select all, then Rep. Type: #14 Inadequate/Conditional Admission, As of Date: ALWAYS choose the date you are pulling the report. If you have utilized the conditional enrollment dates in Discovery, the expiration date will be highlighted in pink. By using these dates, you can quickly identify who you need to make contact with that month and who is eligible for exclusion. I like to make a courtesy call to parents whose child will be out of compliance the next month to give them adequate time to get an appointment and not have to be considered for exclusion. Once a conditional enrollment is expired, I like to make note of the expiration date in the notes then remove the dates/and conditional enrollment status from Discovery because it helps identify the reason they are out of compliance when you pull the immunization report. **\*\*\* HELPFUL HINT: On the last page of the #14 report there is a list of Immunization Status Descriptions with a number associated with each reason. As long as the conditional enrollment status and dates are removed from Discovery, a number will appear on the report highlighted in gray above each inadequate student's immunization list. For example, a \*0 indicates that the student needs one more dose. A \*25 indicates that the student is still labeled as conditional in Discovery.**

## GAEOP Professional Development Day - Mark Your Calendar

*Submitted by Teresa Himmelberger, CEOE, GAEOP President*

The GAEOP Executive Board is pleased to  
announce our annual  
Professional Development Day  
Jefferson Jr. High  
Thursday, June 10, 2021  
7:30 am - 4:00 pm

Our Keynote Speaker will be Carrie Johnson, Vice President of CompHealth. She has served on the Granite Board of Education, and has volunteered her time with the Granite Education Foundation.



## Going the Extra Mile “GEM” Award

Submitted by Jackie Hale, GAEOP Awards Co Chairman

### Congratulations - Darla Williams Administrative Secretary, Communications Office



Darla has been called upon repeatedly to step into uncharted territory with all things related to COVID. She played a key role as a member of the contact tracing team - working nights and weekends. She has had to coordinate and communicate about all the

various testing events, and now her latest frontier has been her role in providing vaccinations for our district. In setting up sign ups, invitation emails, and reminder systems for all 9,000+ employees of the district, she found herself in the position of "District Funnel for All Things Vaccinations." She has worked steadily to handle the calls, questions, mistakes, and misunderstandings for the entire district. She graciously responds to the feedback that the messenger so often receives when delivering another's messages. She does a great job of being a bridge between district leaders and the employees "out in the field." She has been a crucial support in our district's handling of this pandemic.

#### Nominated by:

Heidi Clark, Receptionist, Communications



Pictured left to right: Ben Horsley, Darla Williams, Heidi Clark, Steven Powell

## GAEOP Student Scholarship

Submitted by Celeste Bauer, GAEOP Scholarship Co Chairman



### CONGRATULATIONS!

The Helen P. Metos Student Scholarship recipient for 2021 is Ms. Diana Godoy from Taylorsville High School. She was one of nine applicants and was very deserving of this \$500.00 scholarship. GAEOP will sponsor her and forward her applica-

tion to our NAEOP Marion T. Woods Student Scholarship, valued at \$1,000.00. Diana plans to attend Utah Valley University with studies in Human Resource Management. We wish her the best in her educational endeavors.



## Kudos Corner

Submitted by Jackie Hale, "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.

#### March Nominees:

Cindy Briggs	Taylorsville High
Marcia Cannon	Hillsdale Elementary
Jackie Hale	Oakridge Elementary
Deann Jensen	Bennion Jr. High
Jennifer Justesen	Skyline High
Kim Lovato	Skyline High
Melisa Robert	Oakridge Elementary
Jackie Rosvall	Cottonwood High
Darla Williams	Communications Department



# 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 is established by the President. Meetings are held to advocate for office professionals
- \*Members of the GAEOP Board also meet with administration during Meet and Confer
- \*Quarterly training and in-service opportunities. Attending these helps you learn new skills and earn your PSP/GCPS certification. that equals more \$\$ 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

Renewing or joining is easy! For an annual fee of \$ 15.00, contract employees 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 question - email Brooke Obray, Membership Chairman, at [baobray@graniteschools.org](mailto:baobray@graniteschools.org).

Yes! Please sign me up to be a member of GAEOP for the 2020-21 school year. My method of payment is...

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

\_\_\_ Check enclosed # \_\_\_ Cash \_\_\_\_\_

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

Name \_\_\_\_\_

Location \_\_\_\_\_

New Member \_\_\_\_\_ or Renew \_\_\_\_\_

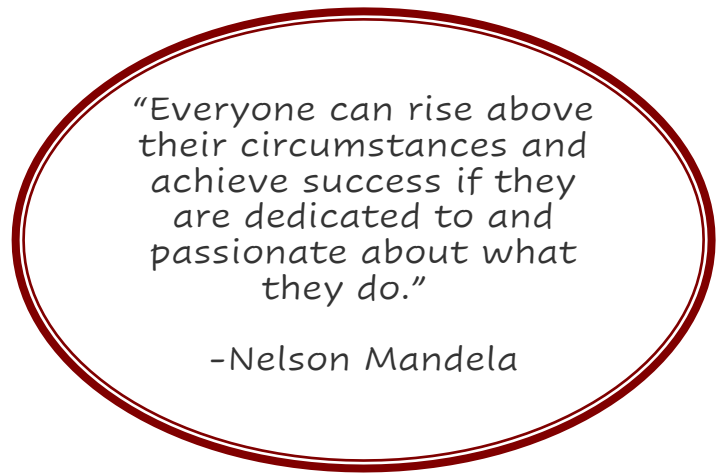
You may interoffice the tear-away section to Brooke Obray at District Office School Boundaries or Teresa Himmelberger in Payroll, with a check or cash included.

## Dates & Deadlines

March 2, 2021	GSD Board of Education meeting
March 3, 2021	GAEOP Executive Board meeting
March 14, 2021	Daylight Saving Time begins
March 17, 2021	St. Patrick's Day
March 26, 2021	Student Non-Attendance Day
March 29-31, 2021	Schools Spring Recess
April 1-2, 2021	Schools Spring Recess
June 10, 2021	GAEOP Professional Development Day
July 12-16, 2021	NAEOP Annual Conference, Pittsburgh, PA

## Our Ripples

*Submitted by Jackie Hale, GAEOP Historian*



-Nelson Mandela



## National Fun Days and GAEOP Member Birthdays

What fun day falls on your birthday?



March	
<b>1 World Compliment Day</b> <i>Jodi Halaeua</i> Human Resources	<b>8 Proofreading Day</b> <i>Darla Williams</i> Communications  <i>Susan A White</i> Magna Elementary
<b>2 Old Stuff Day</b>	<b>9 National Meatball Day</b> <i>Sabrena Koehler</i> Granite Peaks  <i>Randa Farnsworth</i> Kennedy Jr. High
<b>3 Be Happy Day</b> <i>Jo Beckstrand</i> Woodstock Elementary  <i>Janene Fordham</i> Accounting	<b>10 Mario Day</b>  <i>Sandi Crosby</i> Curriculum and Instruction  <i>Joni Garrett</i> Eisenhower Jr. High
<b>4 March Forth &amp; Do Something Day</b> <i>Ruth Brown</i> Bennion Jr. High	<b>11 Oatmeal Nut Waffle Day</b>
<b>5 Learn Meaning of Your Name Day</b> <i>Tiffany Ellingsworth</i> Hunter High	<b>12 Alfred Hitchcock Day</b>
<b>6 Dentist's Day</b> <i>Brandi Elegante</i> Farnsworth Elementary  <i>Jill Rasmussen</i> Lake Ridge Elementary	<b>13 Jewel Day</b>
<b>7 Alexander Graham Bell Day</b>	<b>14 Pi Day</b>
	<b>15 Napping Day</b>
	<b>16 Everything You Do is Right Day</b> <i>Linda Stevenson</i> Olympus High  <i>Courtney Call</i> Wasatch Jr. High
	<b>17 Submarine Day</b> <i>Erin Winkler</i> Kearns High
	<b>18 Awkward Moments Day</b>
	<b>19 Let's Laugh Day</b>
	<b>20 Proposal Day</b>  <i>Gwen Coulson</i> Curriculum and Instruction  <i>Amber Nicole Bearss</i> Olympus Jr. High  <i>Sarah Guyer</i> Jefferson Jr. High  <i>Gloria Hernandez</i> Human Resources
	<b>21 Common Courtesy Day</b>  <i>Gwen Coulson</i> Curriculum and Instruction
	<b>22 International Goof Off Day</b>  <i>Faith Stevens</i> Hunter High
	<b>23 Puppy Day</b> <i>Karen Bowden</i> West Lake Stem
	<b>24 Chocolate Covered Raisins Day</b>
	<b>25 Waffle Day</b> <i>Lezlie Anderson</i> Taylorsville Elementary
	<b>26 Make Up Your Own Holiday</b> <i>Marilee Evans</i> Administrator Onboarding
	<b>27 National Joe Day</b>
	<b>28 Something on a Stick Day</b> <i>Jessica Watkins</i> Granite Peaks High
	<b>29 Lemon Chiffon Cake Day</b>
	<b>30 Take A Walk in the Park Day</b> <i>Samantha O'Hara</i> Educational Equity
	<b>31 Bunsen Burner Day</b>



In 1994, the Craft & Hobby Association created National Craft Month to help people rediscover and learn about the benefits of crafting. With a broad range of crafts to choose from, National Craft Month inspires all kinds of mediums. From paper and wood to fabrics, paint and metal craft, the month is dedicated to creativity and inspiration. Whatever motivates you, take your craft from idea to reality this month. If you've only been thinking about learning, sign up for a class. Grab your scissors or break out the welder. It doesn't matter what your specialty is. Just be inspired. Use #NationalCraftMonth to share on social media.



“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 20<sup>th</sup> 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](http://www.gaeop.weebly.com)

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## 2020-2021 GAEOP Board Members

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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.