

THE LINK

March 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



My school, like many others, has been focusing on mindfulness this year to alleviate stress and help students succeed in their studies. Students and educators alike have been learning to practice a growth mindset. One thing we do is have a school-wide mindful moment each Wednesday. Our social worker, Wendy, takes a few minutes during the morning announcements and leads everyone in a short mindfulness practice. She starts by having everyone sit still and focus on breathing slowly, in and out, so they can have calm bodies and calm minds, ready to learn. She talks in simple words about how mindfulness can help our brains focus, blow our worries away, or calm our anger, and how moods can affect our actions.

On a recent Wednesday, I happened to be in a room with students during the mindful moment. It was very refreshing to see young students stop everything, breathe slowly, and really listen to the positive words Wendy shared. It makes me smile every time I think about their earnest faces in that peaceful moment. What have you found recently that makes you smile?

Action for Happiness is an organization that shares a calendar each month with daily ideas to help improve kindness and happiness. They have dubbed this month "Mindful March." Here are a few simple ideas they share to practice mindfulness:

- Appreciate your hands and all the things they enable you to do
- Stop. Breathe. Notice. Repeat regularly
- Notice something that is going well, even if today seems difficult
- Tune in to your feelings, without judging or trying to change them

To check out more of their suggestions for Mindful March visit actionforhappiness.org.

GAEOP Executive Board elections are coming up this month. An email with information about each candidate, along with a link to vote, will be sent soon. These candidates are willing to represent you and work to support all office professionals in Granite District. As a GAEOP member, exercise your right to vote.

Congratulations to Stran Tassainer, a senior at Cottonwood High School. He earned the 2022 Pursuing Excellence Scholarship, worth \$750. Read more about Stran on page 4. I appreciate the donors who make the Pursuing Excellence Scholarship possible. It's an honor to recognize students like Stran and to help them pursue their goal of higher education.

Mark your calendar for our annual Professional Development Day, which will be held Tuesday, June 7. I look forward to learning together as we "Picture the Possibilities" for excellence.

Have a wonderful month!

*Julianne Hamblin, CEOE
GAEOP President*

- Get outside and notice how the weather feels on your face



Office Professionals' Spotlight

Submitted by Jessica Inman, "The LINK" Editor

Kari Montoya – Olene Walker Elementary



Kari is the Principal Secretary at Olene Walker. She has spent several years in education volunteering at her kids school and through PTA as the Region 5 PTA Director. This position allowed her to sit on many committees in the District. She did spend some time employed as an office clerk at

Westbrook, but the demands of PTA inevitably didn't allow time to do both. She was recently employed as a sub secretary for Granite District, and her first assignment was at Olene Walker. After a month of filling in as a sub, she was offered the contract position. She has been married for 19 years and together she and her spouse have three kids. In her spare time she enjoys decorating, party planning, sewing, crafting, and baking. She loves giving back to her community and volunteering in the classroom.

Tori Myers – Academy Park Elementary



Tori is the Principal Secretary at Academy Park. Since college, she has worked in an administrative or secretary position. Most recently she worked at an online college, Independence University, as an Administrative Assistant until they had to close. She has always wanted to

work in education as that is her passion, which brought her to Academy Park and to a job that she loves. She comes from a family of six. She is the youngest and only girl. She has four nieces, four nephews, one great-niece, and one great-nephew. In her spare time she loves to craft, read, serve others, and be with friends playing board games, watching movies, or going to plays. When the weather is nice she enjoys the outdoors, hiking, and camping.

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

New

Michelle Ortega <i>Plymouth Elementary</i>	Principal Secretary
Jill Lamping <i>Monroe Elementary</i>	Principal Secretary
Anna Merrill GEC / Communications	Front Desk Receptionist

Transfers

Jennifer Vargo <i>Home Hospital</i>	Admin II Secretary <i>from Kennedy Bookkeeper</i>
Marilyn Floyd <i>Special Education</i>	Admin II Secretary <i>from Plymouth Elementary</i>
Anne McKenzie <i>Info Systems – GEC</i>	Admin III Secretary <i>from Kennedy Jr.</i>
Francisca Rodriguez <i>Info Systems – Support Center</i>	Admin I Secretary <i>from Granite Peaks Adult Ed.</i>

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

PSP/GCPS Recipients

Submitted by Gayna Breeze, CEOE, GAEOP Vice President

New

Ann Gordon <i>Advanced III/GCOP</i>	Human Resources
Shasta Stoner <i>Bachelor's</i>	Accounting
Francisca Rodriguez <i>Associate's</i>	Information Systems
Faith Stevens <i>Associate's</i>	Hunter High

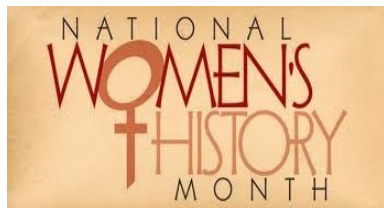
Recertification

Kelly Hazel <i>Bachelor's Degree</i>	Skyline High
Mindy Scherzinger <i>Advanced II</i>	Research and Evaluation
Kristina Barr <i>Advanced I</i>	Bonneville Jr

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>

March Awareness Month

Submitted by Jessica Inman, GAEOP "The LINK" Editor



In 1987, National Women's History Month was established as a way to recognize and celebrate women across America and their efforts to make

country and the world a better place for women of all ages and races. While America is full of influential women today, including our first female and multi-racial Vice President, Kamala Harris, it is because of the hundreds of women who came before paving the way for change and influencing women's rights in past, present, and for our future generations. Below you will find a list of a few women whose influence and achievements have played prominent roles in getting women where they are today.

Sojourner Truth - A women's rights activist and abolitionist born into slavery and later escaped with her infant daughter. Best known for her "Ain't I a Woman?" speech in 1851.

Louisa May Alcott - Author of "Little Women," now one of the most famous novels in America history. She also worked in the mid-1800's to support her family through financial difficulties, while she was a young girl.

Susan B. Anthony - She played a major role in the women's suffrage movement in 1878. She and several friends presented what is now known as the 19th amendment to Congress, giving women the right to vote.

Marguerite Higgins - A reporter and correspondent for the *New York Herald Tribune* during WWII, The Korean War, and Vietnam. She was also the first female recipient of the Pulitzer Prize.

Rosa Parks - One of the most famous and influential women of the Civil Rights Movement, known for refusing to give up her seat on a bus to a white man and was later charged with civil disobedience.

This is just a very small fraction of the hundreds of women who have made their mark in history. We encourage everyone to take the time this month to celebrate Women's History by learning more about these women and others who continue to pave the way for women's rights and the continued fight for equality.

[National Day Calendar- Women's History Month](#)

Tried & True Recipe

Submitted by Mary Meyers, Spring Lane Elementary

Applesauce Oatmeal Muffins

(Original Recipe)

Ingredients:

- 1 cup milk
- 1 cup quick cooking oats
- 1 egg
- 2 tablespoons vegetable oil
- 1/4 cup applesauce
- 1 cup flour
- 1/4 cup white sugar
- 2 teaspoons baking powder
- 1/2 teaspoon salt
- 2 teaspoons cinnamon
- 1 teaspoon nutmeg
- 1/2 teaspoon cloves



Directions:

1. Pre-heat oven to 425 degrees.
2. Grease muffin cups or line with paper muffin liners.
3. In a small bowl combine milk and oats; let soak for 15 minutes.
4. In a separate bowl, beat together egg, oil, and applesauce.
5. Sift together flour, sugar, baking powder, salt, and spices. Stir dry mixture in with wet.
6. Add in oats. Stir until well combined.
7. Spoon batter into prepared muffin cups until 2/3 full.
8. Bake for 20-25 minutes until a toothpick inserted into the center of muffin comes out clean.

Save the Date - GAEOP Professional Development Day

Submitted by Teresa Himmelberger, GAEOP Immediate Past President



SAVE THE DATE

“PICTURE THE POSSIBILITIES”

GAEOP Professional Development Day

Tuesday, June 7, 2022

Join us for a day of networking and learning with all office professionals in Granite School District

Pursuing Excellence Student Scholarship

Submitted by Celeste Bauer, Scholarship Committee Chairman

The Pursuing Excellence Student Scholarship, in the amount of \$750.00, has been awarded to Stran Tassainer from Cottonwood High School. His major is Business Administration with a minor in Chinese.

His application will be forwarded to the National Association of Educational Office Professionals (NAEOP) for an opportunity to acquire another scholarship of \$ 1,000.00.

GAEOP is honored to sponsor this scholarship and is truly grateful to the donors who provide the funding. This scholarship will help students in continuing their education endeavors.



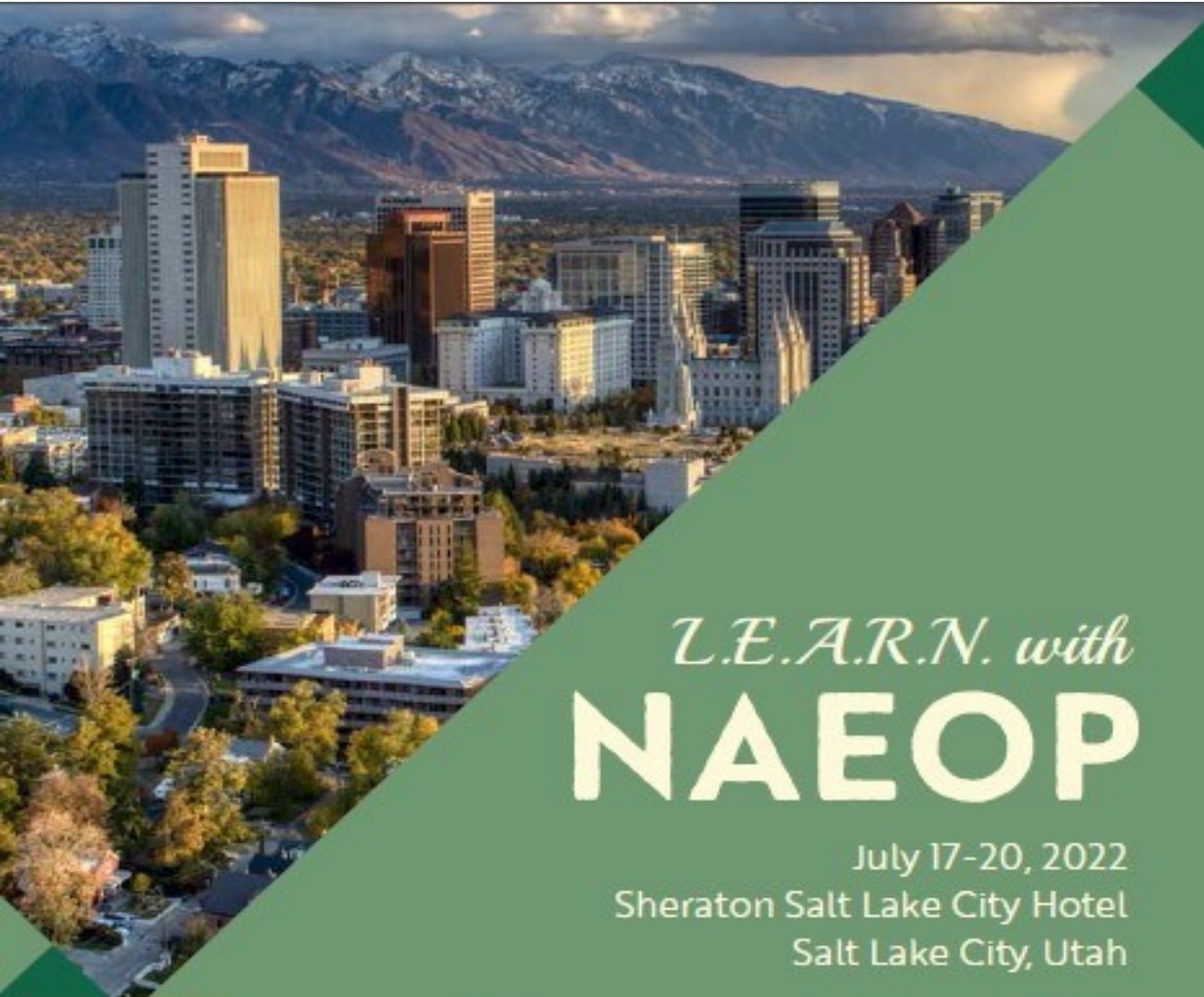
Pictured from left to right: Celeste Bauer, Scholarship Chairman, Stran Tassainer, and Julianne Hamblin, GAEOP President.



Right photo: Stran Tassainer and his dad, Lance.



NAEOP 2022 Annual Conference

Submitted by Teresa Himmelberger, GAEOP Immediate Past President



L.E.A.R.N. with
NAEOP

July 17-20, 2022
Sheraton Salt Lake City Hotel
Salt Lake City, Utah



Registration is now open - If you are interested in attending with registration paid, contact Julianne Hamblin, jihamblin@graniteschools.org or Teresa Himmelberger, at thimmelberger@graniteschools.org. This is a great way to earn GCPS/PSP credit with quality professional development at a national level.

Did you Know?

Submitted by Jessica Inman, GAEOP The LINK Editor

FUN FACTS ABOUT THE ACCOUNTING & BUDGETING DEPARTMENTS

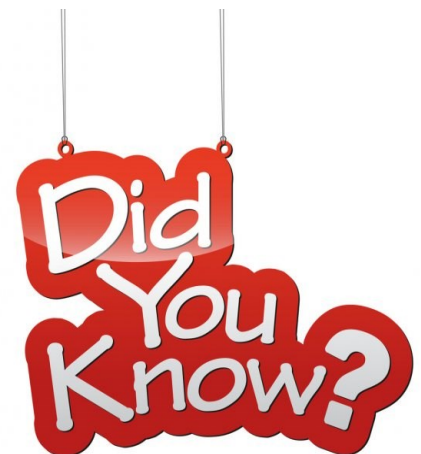
- The Accounting and Budgeting offices are in the same physical office space but are different departments.
 - Accounting has 13 employees
 - Budgeting has 2 employees
- The fiscal policy manual is 100% digital and available to all employees on the Accounting Knowledgebase and is updated whenever changes are made. (See [Accounting Knowledgebase](#))
- Accounting and budgeting forms are all located on the Accounting Knowledgebase.
- Most frequently asked question: Which object code do I use? (There are about 400 and you need to use the right one!)
 - Quick Tip: In your QCC Menu, under “Chart of Accounts,” you can view all the budget numbers the district has. Each section has a description of what the budget code is used for.

ACCOUNTING:

- We balance our checkbook every day!
- We pay about 4,400 active vendors per year, last year we added 2,100 vendors.
- We pay about \$345 million to vendors in a typical fiscal year
- There are approximately \$1 million in PCard transactions per month
 - 1,300 PCard holders
 - Average of 7,000 PCard transactions per month
 - Months with the most transactions are August and September (makes sense, right?)
 - We issue about 250 checks per week or about 13,000 per year to vendors
 - Checks are mailed to vendors twice per week, each mailing averaging \$2 million

BUDGETING:

- Budget Transfer vs Journal Entry
 - Budget Transfer moves funds from one account to another
 - Journal Entry moves expense from one account to another
- Number of Journal Entries and Budget Transfers processed last year:
 - 3,000 Journal Entries
 - 3,900 Budget Transfers
- Budget office creates or modifies 1,700 position numbers for HR every year
- There are over 60,000 accounts in QCC
- We are the “Keeper of the Keys” for the District Archives



Going the Extra Mile “GEM” Award Kudos Corner

Submitted by Jackie Hale, “Going the Extra Mile” Co-Chairman

Congratulations - Kelly Franz Principal Secretary - Cottonwood Elementary



Kelly is truly a GEM...actually more valuable than any gem out there. She is a team player in every sense. Kelly’s big smile allows kids to feel safe when discussing any topic with her. I cannot tell you how amazing it is to walk into a school and have the first contact you meet be happy, cheerful, non-judgmental,

accommodating, supportive, and helpful! Kelly is not only a secretary, but she is an IT guru, a nurse, a teacher, a janitor, a bookkeeper, a maintenance repairman, a breakfast and lunch lady, and an all-around genuine person.

In my 30 years of teaching I have never had a secretary that is more genuine and loving than Kelly Franz! There is a student at the school who actively has to manage his diabetes on a daily basis. He comes to the office if he needs help going up or down with his numbers. This is a relatively simple process but instead of handling this in a non-personable manner just to get the job done, Kelly is WONDERFUL with this little boy, taking her time to talk and joke. She is genuinely concerned with this little boy and it is so nice to watch her interact with him and he loves her because of it.

The students of Cottonwood know Ms. Kelly in the office will take care of them 110%. Kelly is always the first one to take care of the kids! She does every single task with a smile. Her humor is the best!!! The Cottonwood Elementary office is always laughing and fun because of her. I really don’t know if I could ever work anywhere else. She is the reason I come to work every day and why I come to school on my days off!!!! She brightens my day more than she will ever know!”

Nominated by: Teri Cooper, Jen Clegg, Julie Goodrich, Jennifer Lehman, Paul Jenkins, Wendy Wagstaff, Emily Long, Michael Perry, Carolyn Wood, Trisha Bench, Amie Butler, McKell Lythgoe, Margaret Bricker, Carolyn Pixton, and Jacki Derbis.



Submitted by Jackie Hale, “Going the Extra Mile” Co-Chairman

Office professionals are dedicated and hardworking in every position throughout the district. We appreciate all your dedication and wish to recognize you with nominations that teachers, co-workers, parents, etc. have shared with GAEOP in regard to you going above and beyond your specific job. Congratulations on your nomination!

March Nominees:

Cathy Bird	Skyline High
Heidi Brooks-Hanson	Accounting
Sharon Clark	Bennion Jr.
Janene Fordham	Accounting
Virginia Glaittli	Beehive Elementary
Kelly Hazel	Skyline High
Kiku Oldroyd	Cottonwood High
Kari Parry	Taylorville High
DeAnn Slade	Olympus High
Carol Seastrand	Skyline High
Doreen Yates	Special Education



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.

Yes! Please sign me up to be a member of GAEOP for the 2021-22 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 Julianne Hamblin at Fox Hills Elementary, with a check or cash included.

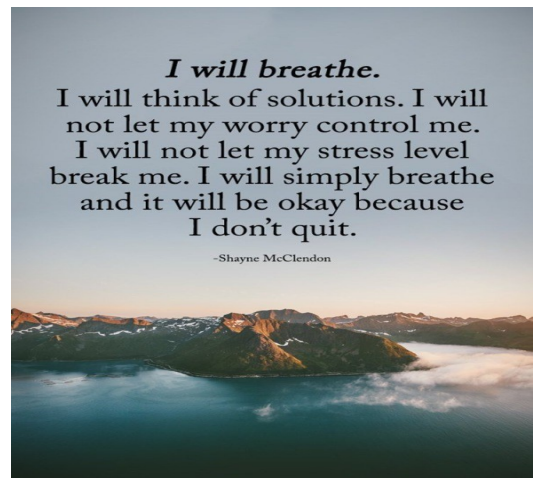
Dates & Deadlines

- March 9, 2022 GAEOP Board meeting
- March 13, 2022 Daylight Saving Time begins
- March 17, 2022 St. Patrick's Day
- March 24, 2022 Advisory Committee Meeting
- March 25, 2022 End of Term Student Recess Day
- July 17-20, 2022 NAEOP Annual Conference
Salt Lake City, Utah



Our Ripples

Submitted by Jackie Hale, GAEOP Historian



GAEOP Member Birthdays

Submitted by Brooke Obray, GAEOP Membership Chairman

March

1

Jodi Halaewa
Human Resources

3

Janene Fordham
Accounting

4

Ruth Brown
Bennion Jr.

6

Brandi Elegante
Farnsworth Elementary

Jill Rasmussen
Lake Ridge Elementary

8

Darla Williams
Communications

Susan A. White
Magna Elementary

9

Sabrina Koehler
Granite Peaks

Randa Farnsworth
Kennedy Jr.

10

Sandi Crosby
Curriculum & Instruction

16

Linda Stevenson
Olympus High

Courtney Call
Wasatch Jr.

17

Erin Winkler
Kearns High

Kari Montoya
Walker Elementary

21

Gwen Coulson
Curriculum & Instruction

Sarah Guyer
Jefferson Jr.

22

Faith Stevens
Hunter High

23

Karen Bowden
West Lake STEM

25

Lezlie Anderson
Taylorville Elementary

26

Marilee Evans
Administrator Onboarding

28

Jessica Watkins
Granger High

30

Samantha O'Hara
Educational Equity





“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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Payroll Office
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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



“You Make a World of Difference”



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

Visit Our Website

www.gaeop.weebly.com

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2021-2022 Advisory Committee

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.