

THE LINK

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY

May/June 2021

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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As my time as your GAEOP President is coming to an end, I have taken some time to reflect on the years I have had the opportunity to serve. I have learned so much over the past eight years and have established new found friendships. Your support throughout the years has been appreciated and means the world to me.

The GAEOP Board has been instrumental in providing numerous trainings through the years. They have worked with administration on concerns of office professionals, been able to provide many service projects to those in need, and recognized the hard work our office professionals do every day. The list can go on. I take pride in being part of all of this and certainly want to encourage you to get involved as well. GAEOP is your voice, and the way you can make a difference.

I will be the GAEOP Immediate Past President next year, which will afford me the opportunity to be an advisor and support for Julianne Hamblin as she begins her tenure as President, and for the GAEOP Board. I love this association and all it does for our office professionals.

I will also be serving as Vice President on the NAEOP Executive Board, and will be actively involved in passing along information to GAEOP as we continue to affiliate with them.

In May and June, we celebrate our moms and dads. I have learned over the years that this doesn't mean it has to be biological, because as you know in the schools, you are constantly taking

children under your wing and helping them through the year.

As you celebrate the parents in your life, hug them, tell them you love them, and call them often. We are never sure how long we have with them.

Our annual Professional Development Day is just a little over a month away. This will be in person, with social distancing and masks. We have a great day of learning, laughs, and networking planned.

Thank you from the bottom of my heart for your friendship and comradery these past years. I look forward to my future endeavors.

I hope you will continue to "Bloom Where you are Planted."

I love you all!

*Teresa Himmelberger, CEOE
GAEOP President*

No one is more
cherished in this
world than
someone who
lightens the
burden of another

~ Unknown

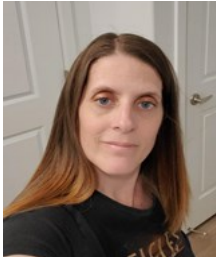




Office Professional Spotlight

Submitted by Dawnette Dial, Newsletter Committee

Angela Wilcken - Olene Walker Elementary



Angela is the new principal secretary at Olene Walker Elementary. She worked in Murray School District, working as an elementary principal secretary for the past four years. She is native to Utah and has three amazing kids. She enjoys watching the NFL (big Green Bay Packer fan) with her kids. She loves watching movies, camping at their family property during the summer, and just hanging out at home. She loves working as a principal secretary because of who she works for, with and the different things she does throughout the day. She is currently in school working on her Master's Degree which she should receive in fall of 2021. She is so excited to be at Olene Walker working with such amazing people and students!

Brenda Harris - Redwood Elementary



Brenda was an "Army brat" growing up, which means her dad was in the Army and they traveled everywhere. Growing up was an adventure. She has lived in Idaho, Texas, Georgia, Germany, Indiana, Maryland, and then settled down to raise her family in Utah. She met her husband on a sunny afternoon, driving around Liberty Park. Six months later they were married. They have been married for 40 years, have four children and 14 grandchildren. They love to spend time together doing whatever, especially camping and fishing. She has worked at Redwood for 24 years and currently serves as the principal secretary. She loves Redwood's staff, students, and families.

New/Renew GAEOP Members

Submitted by Brooke Obray, Membership Chairman

How do you get your name on the GAEOP membership list? Details on page 7.

Isamar Chavarria Behana

Granger Elementary

Darci Griffiths

Human Resources

Kathy Jenkins

Lake Ridge Elementary

Risa Mackay

Maintenance

Rachel Trim

Custodial Services



Fun Facts - Did you Know?

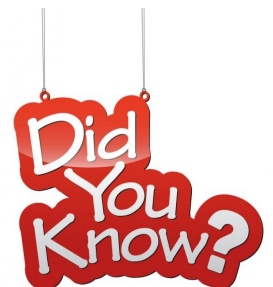
Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor

May is a special time for Star Wars fans worldwide and always a good reason to re-watch the movies. May 4th is celebrated as Star Wars day, due to the way the date sounds similar to "May the force." We won't start the debate over whether the old movies are better than the new ones, because we all know the answer to that!

The Empire State Building opened its doors on [May 1, 1931](#). At the point of its construction, it held the record for being the tallest building in the world. Many other sky-high constructions have since dwarfed it, but it's still an awe-inspiring feature of the New York cityscape!

June used to be the fourth month in the year. Before Julius Caesar came to power, the calendar year only had 10 months. In 46 BC he created the Julian calendar by adding two more months to the year, which made June the sixth month.

The first payphone went into service in the US in 1880. The first coin operated payphone wouldn't come into existence for another nine years!



Source:

<https://www.thefactsite.com/may-facts/>



Health and Wellness Month

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor



Since 1949, Mental Health America and our affiliates across the country have observed *May is Mental Health Month* by reaching

out to millions of people through the media, local events, and screenings. We invite other organizations to join us in spreading the word that mental health is something everyone should care about by using the *May is Mental Health Month* toolkit materials and conducting awareness activities.

The COVID-19 pandemic has had a profound impact on the mental health of people of all ages. Now, more than ever, it is critical to reduce the stigma around mental health struggles, because that stigma often prevents individuals from seeking help. *For more information go to:* <https://www.mhanational.org/mental-health-month>

ALZHEIMER'S AWARENESS



June is Alzheimer's and Brain Awareness Month. Everyone who has a brain is at risk of developing Alzheimer's Disease (AD). There are 50 million people worldwide living with Alzheimer's and other

dementias. Alzheimer's is not part of the normal aging process. It is a fatal disease that kills nerve cells in the brain and affects an individual's memory. *Do you know the warning signs?*

Memory Loss - One of the most common signs of Alzheimer's disease.

Confusion - People with Alzheimer's can lose track of dates and time.

Problem Solving - Difficulty concentrating and takes much longer to do things.

Misplacing Things - Misplace or lose things and are not able to find them again.

Withdrawal - Remove themselves from hobbies, social activities, work projects or sports.

Personality Changes - Mood and personality changes. Become confused, depressed, fearful or anxious.

Poor Judgment - Experience changes in judgment or decision-making.

Talking and Writing - Struggle with vocabulary or have trouble following or joining a conversation.

Vision Problems - Difficulty with reading, judging distance and determining color or contrast.

For more information go to: <https://www.fcneurology.net/june-is-alzheimers-and-brain-awareness-month/>

Tried & True Recipe

Submitted by Jessica Inman, Newsletter Committee

French Onion Chicken Bake

Ingredients:

- 6 (4 oz.) chicken breasts, raw
- 1/4 tsp paprika
- 1/4 tsp garlic powder
- 1/4 tsp seasoned salt
- 1 Tbsp Land O'Lakes light butter made with canola oil
- 1 small yellow onion, peeled & sliced
- 1 (10 oz.) can French Onion soup
- 1/2 cup fat free or light mozzarella (I use Market Pantry reduced fat mozzarella)



Directions:

1. Preheat oven to 350 degrees.
2. In a skillet pan (or cast-iron grill skillet) melt butter and add sliced onions. Sauté the onions in butter until softened and translucent.
3. When onions become soft, place onions on a plate and set aside.
4. Using the same skillet, spray the skillet with nonstick cooking spray.
5. Season each chicken breast with paprika, garlic powder, and seasoned salt. Place seasoned chicken breasts into prepared skillet. Cook for 5-7 minutes on medium high, on both sides or until chicken breasts are golden brown.
6. Add onions back into the skillet with the chicken breasts.
7. Pour in the can of French onion soup. Simmer the chicken and onions in the soup for 2-3 minutes-this will allow the soup to caramelize the chicken.
8. If using a cast iron skillet pan, top each chicken breast with light mozzarella cheese (otherwise-transfer chicken, onions, and sauce into an oven safe baking dish-and top with light mozzarella cheese).
9. Place skillet or baking dish in preheated oven.
10. Cook for 10-15 minutes or until bubbly.

Serve with Mashed Potatoes and your choice of steamed veggie!

Servings: Makes 6 (1 chicken breast and 1/4 cup onions and sauce) servings.
<https://thepounddropper.com/french-onion-chicken-bake/>

GAEOP Executive Board 2021-22

Submitted by Teresa Himmelberger, GAEOP President 2020-21



President

Julianne Hamblin, CEOE, *Fox Hills Elementary*

Immediate Past President

Teresa Himmelberger, CEOE, *Payroll Office*

Vice President

Gayna Breeze, CEOE, *Support Services*

Secretary

Kathie Woodruff, *Jefferson Jr.*

Treasurer

Virginia Glaittli, *Beehive Elementary*

Membership

Brooke Obray, *School Boundaries*

Historian

Jackie Hale, *Oakridge Elementary*

Executive Representative

Carol Berlin, *Student Learning & Support*

Administrative Representative

Marilee Evans, *Administrator Onboarding*

High School Representative

Celeste Bauer, *Hunter High*

Junior High Representative

Cindy McCleve, *Matheson Jr.*

Elementary East Representative

Kelly Franz, *Cottonwood Elementary*

Elementary West Representative

Bonnie Seastrand, *Truman Elementary*

Part Time Representative

Carol Seastrand, *Skyline High*

Lani Anderson, Olympus Jr. High
Counseling Secretary, June 2021

Laura Atkinson, Granite Connections High
Principal's Secretary, December 2020

Kris Carlson, Cyprus High
Bookkeeper, June 2021

Cheryl Ervin, IS Support Center
Administrative Secretary, June 2021

Joni Garrett, Eisenhower Jr. High
Principal Secretary, May 2021

Toni Ipson, Western Hills Elementary
Principal Secretary, June 2021

Barbara Longmore, Redwood Elementary
Principal's Secretary, December 2020

Lynette Mayhew, Maintenance
Administrative Secretary, December 2020

Rachael Morton, Olympus High
Registrar, June 2021

Joanne Potter, Business Services
Administrative Secretary, June 2021

Laura Purrington, Kearns High
Registrar, June 2021

Jamie Riley, Maintenance
Administrative Secretary, January 2021

Luann Schroeder, Kearns High
Attendance Secretary, January 2021

Bonnie Smith, Evergreen Jr. High
Principal's Secretary, November 2020

Susan White, Cyprus High
Principal's Secretary, June 2021

Paula Winn, Accounting
Administrative Secretary, April 2021



Tips and Tricks - Office Spring Cleaning Tips and Tricks

Submitted by Jessica Inman, Pleasant Green Elementary, Newsletter Committee

Spring cleaning isn't just for at home in closets, junk drawers, and outgrown wardrobes. It is proven that a clean workspace is a happy workspace that boosts productivity and improves your mood. Below you will find six tips on how to spring clean your workspace and office.

- **Break your space down into areas:** There is no need to tackle it all at once. Separate your workspace into several areas and prioritize them. Form a plan of execution and do a little bit each day.
- **Digital Declutter:** Did you know that computer clutter affects your overall computer speed and productivity? Take time to organize your computer files and trash unnecessary files. Over the course of a school year our desktops also become cluttered, so once you have gone through your files don't forget to organize your desktop too.
- **Clear out the Unnecessary:** We are all guilty of housing that pen holder on our desk that is overfilled with way too many unnecessary writing tools. Really we only need one or two of our most loved pens, maybe a highlighter or two, and pencil. Put the rest away or in a separate storage area for when the need might arise to use them. Clear and reorganize your surface space. Utilize your drawers for organizing and keep the necessary minimum out on your desk. Do this in other various spaces in your office as necessary, front desk drawers and cabinets, file cabinets, and storage spaces.
- **Stock up on new supplies:** By this time you should be rid of much of your clutter and will be able to evaluate what new supplies you might need and what you may be running out of. Make a detailed list of needs and order all at once rather than multiple small orders.
- **Get Cute:** No workspace is complete without a little fun. Add some personality and flair to your space. Potted plants, family photos, and a little or a lot of color. Investing a little personal flair and surrounding yourself with what makes you happy is a great way to add joy to your day.

Source: <https://www.zebrapen.com/office-spring-cleaning-tips/>

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 transferred?

Send information to Julianne Hamblin,
jihamblin@graniteschools.org

Taylor Allred
Principal Secretary
Evergreen Jr. High

Michelle Foster
Administrative Secretary
Budget Office

Victoria Hardcastle
Principal Secretary
Bennion Elementary

Brenda Harris
Principal Secretary
Redwood Elementary

Brittany Jolley
Principal Secretary
Cyprus High

Lindsay Koehler
Administrative Secretary
Accounting Office

Leisl Leystra
Assistant Bookkeeper
Taylorville High

Nancy Morales
Bookkeeper
Olympus Jr. High



Going the Extra Mile “GEM” Award

Submitted by Gayna Breeze, GAEOP Awards Co Chairman

Congratulations - Toni Ipson Principal Secretary - Western Hills Elementary



There are so many times that I have seen Toni go the extra mile for the staff, faculty, students, and families of Western Hills. On numerous occasions, Toni has been known to buy pants, shoes, shirts, coats and jackets for students in need at our school (out of her own funds). Last year my husband and I were going through the process of

obtaining guardianship of our two grandchildren and were at a loss of even where to begin. Toni knew just how to help. We were referred to the Granite District legal advisor and everything started rolling in the right direction for us to be able to obtain that guardianship. Toni never batted an eye when it came to helping us and she did it very professionally, with care and confidentiality.

Toni took time to embroider a jacket for everyone in the school this year. She pays attention to personal birthdays, and special events. When visitors came to our school, they have mentioned that our school feels welcoming, and I know it is because of Toni. I love how she works hard to make a fun environment for everyone from dressing up for Halloween and spirit days, to dressing up and creating a fun and memorable Christmas sing-a-long program (I loved the year that she was Frosty the Snowman and was being chased by the pirates - it made me laugh) to having fun decorations in the office. She really takes an interest in the people at school. There are some students who tend to find themselves at the office more often than others due to health or behavior challenges. Toni knows these students by name and shows genuine concern for each of them. She asks them how they are doing and treats them with love and concern. I truly feel that Toni is the glue of our school. Our school community is together because of her. We love her.



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. Congratulations on your nomination! Keep up the great work. We will begin again in September - Enjoy the summer!

May Nominees:

Michelle Allen	Copper Hills Elementary
Toni Ipson	Western Hills Elementary
Isamar Chavarria Behana	Granger Elementary



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 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

May 5, 2021	Cinco de Mayo
May 9, 2021	Mother's Day
May 15, 2021	Armed Forces Day
May 31, 2021	Memorial Day
June 3, 2021	Last day of school
June 14, 2021	Flag Day
June 20, 2021	Father's Day
June 10, 2021	GAEOP Professional Development Day
July 4, 2021	Independence Day
July 12-15, 2021	NAEOP Annual Conference, Pittsburgh, PA.

Our Ripples

Submitted by Teresa Himmelberger, CEOE, GAEOP President

Give without keeping score
 Add value to people's lives
 Lead with love, not an agenda
 Find ways to serve
 Show you care
 Encourage others
 Be a connector

~ Jon Gordon



National Fun Days and GAEOP Member Birthdays

What fun day falls on your birthday?

May

1 Batman Day

Michelle Clark
Accounting

5 Bike to School Day

Diane Fowler
Matheson Jr

Ann Gordon
Human Resources

9 Lost Sock Day

Sandra Dorius
Morningside Elementary

Monica Tovar
Cyprus High

10 Clean up your Room Day

Nicole Smauldon
Stansbury Elementary

Cheryl Ervin
Info Systems Support

13 Frog Jumping Day

Jessica Inman
Pleasant Green Elementary

15 Chocolate Chip Day

Dawnette Dial
Granite Park Jr

Anne McKenzie
Kennedy Jr.

17 Pack Rat Day

Larene Carlson
Wm. Penn Elementary

Ettie Tonga
Bates Foods

19 Plant a Vegetable Garden Day

Chris Gardner
Granite Park Jr

21 Talk Like Yoda Day

Cris Brimley
Churchill Jr

22 Buy a Musical Instrument Day

Tempest Fullmer
Maintenance

25 Sing Out Day

Sally Breinholt
GTI

27 Sun Screen Day

Sherri Duckworth
Cottonwood High

29 International Jazz Day

Jesie Canning
Payroll Office

30 Scrabble Day

Liliana Arias
Granger High

June

1 Say Something Nice Day

Selene Harrison
Granite Park Jr

Kacie Pfeil
Cottonwood High

Traci Pritchett
Information Systems

2 Leave the Office Early Day

Julene Maddocks
Preschool Services

3 Repeat Day

Angie Pester
Hunter High

Jennifer Christensen
Cottonwood High

5 National Doughnut Day

Megan Shipley
Beehive Elementary

7 Chocolate Ice Cream Day

Ramona Shaw
Bonneville Jr

9 Donald Duck Day

Marcia Cannon
Hillsdale Elementary

Annette Cline
Special Education

10 Iced Tea Day

Kathy Jenkins
Lake Ridge Elementary

Sandra Riches
Resource Development

Aleshia Stutz
Armstrong Academy

12 Red Rose Day

Stefanie Meier
Woodstock Elementary

14 Monkey Around Day

Michelle Eastman
GTI

Lisa Cannon
Olympus High

17 Eat Your Vegetables Day

Tara Nelson
Silver Hills Elementary

Leni Peterson
South Kearns Elementary

Andrea Petty
Granger High

19 Superhero Day

Isamaar Chavarria Bahena
Granger Elementary

20 World Juggling Day

Jacki Percy
Jefferson Jr

24 Swim A Lap Day

Risa Mackay
Maintenance

Kathy Roos
GTI

25 Take Children to Work Day

Sandra Brunson
Accounting

27 Sun Glasses Day

Sam Basham
School Accountability



GCOP/PSP Recognitions

Submitted by Gayna Breeze, CEOE, PSP Chairman



GCOP/PSP Recognitions

Submitted by Gayna Breeze, CEOE, PSP Chairman

New Certificate Holders:

Advanced II Level
Michelle Eastman
GTI

Bachelor's Level
Maile Larsen
Maintenance



“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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(385) 646-4311

thimmelberger@graniteschools.org

Jessica Inman

Newsletter Committee
Pleasant Green Elementary

jminman@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



“Bloom Where You Are Planted”



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

Visit Our Website

www.gaeop.weebly.com

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2500 S State Street

2020-2021 GAEOP Board Members

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Teresa Himmelberger, CEOE

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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.