

THE Link

November 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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"Picture the Possibilities"

GAEOP President's Message



On a recent visit to St. Mark's Hospital, I was fascinated with some large, framed photographs of children of various ages holding a picture of themselves as a preemie baby in the newborn ICU. The display was labelled "Hall of Hope". The contrast between the pictures of those tiny, fragile babies with feeding and oxygen tubes next to a picture taken years later and showing a smiling, growing child gave me a vivid reminder that there is much to hope for, even when life feels overwhelming and heavy.

It comes as no surprise that hope and gratitude often go hand in hand. When we actively look for things to be grateful for we can be amazed by how much we find. I hope you find countless things to be grateful for this month—both at work and at home.

One thing I am grateful for is great customer service, wherever I find it. Good customer service goes beyond merely being efficient. We want to help others feel welcome and important in our offices. Like me, you have likely had experiences walking into an office—doctor's office, school office, store, restaurant, or other—where you were greeted with a smile as soon as you walked in the door and felt your needs were important and would be addressed. Conversely, we have had times we entered an office and felt that we, along with our needs and concerns, were an imposition to those working there. I sincerely hope that your customer service skills help each person who walks into your office feel welcome and important. Your dedication to providing excellent customer service to every person who calls or comes into your office reflects on your school and Granite District.

This month's newsletter contains information about our November Going the Extra Mile Award winner, Judy Godoy, on page 6. Get to know secretaries from Rosecrest and Pleasant Green elementaries on page 2. It's not too late to sign up for the November 11 training about Workers Comp and other injuries—sign up is open through November 8. Information about the training and the link to sign up can be found on page 2.

Thank you to those who attended the GAEOP service project and BINGO night in October. I enjoyed spending an hour visiting and laughing together. Your generous donations (both donated items and cash) to the Santa Sack program will make a difference for children in Granite District. What a wonderful way to kick off the holiday season!

Julianne

*Julianne Hamblin, CEOE
GAEOP President*



A moment from the GAEOP service project. Darla Williams (right) donating Santa Sack items to Granite Education Foundation board member Kathy Newton (left) and volunteer Sandy Clayson (center).

Granite Gives: It doesn't take a large donation to make a BIG Impact. Granite School District employees may donate through a one-time or ongoing payroll deduction. For more information and a link to the donation form, visit granitekids.org.

Office Professionals' Spotlight

Submitted by Marilee Evans, "The LINK" Editor



Angela Muir, Rosecrest Elementary



I love working with children but I also love secretarial duties... so this gives me the best of both worlds.

I have been married for twenty-nine years, and we have four children ranging in age from 24 to 17.

I love to read, dance, hike, waterski, camp, ride 4-wheelers, and explore Farmers Markets.

Shauna Jackson, Pleasant Green Elementary



I worked for the State of Utah Division of Services for the Blind and Visually Impaired. I am excited to now work at Pleasant Green Elementary as the Principal Secretary.

My husband and I have been married twenty-two years, we have six kids, one was stillborn,

one girl and five boys. My husband and I are foster adoptive parents and were foster parent ambassadors for a few years and our two oldest sons were our first foster care placement. We are a family who loves to go to Disney on vacations, we have been to Walt Disney World over 10 times and Disneyland 4 times. We love to visit SeaWorld and Universal Studios in both Florida and California. We love to go camping and spending time as a family.

I love taking wedding and family photos, camping, scrapbooking and watching movies with my kids.



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](#)

Professional Development Opportunities

Submitted by Trinda Burdett, Educational Technology, GAEOP Secretary

We have the following in-person Professional Development opportunity available for you:



Do you know what to do if someone is injured at your school? If not, or if you need a refresher, we have a class for you! Brenda Byrnes from HR and Steven Thompson from Risk & Property Management will be here to train us on what needs to be done if an employee, student, or patron are injured at your school or location. All classes will be held in-person at the Granite Education Center in Auditoriums B & C.

Friday, November 11th – Workers Comp & other injuries at our school

10:00 am or 1:30 pm sessions available

Sign up using this [link](#) or QR code until Tuesday, November 8th

(just a reminder that you have to be logged in to your granitesd account)



If you have questions about the training, or difficulties signing up, please reach out to Trinda Burdett at 385-646-7115 or tburdett@graniteschools.org

GAEOP Member Birthdays

Submitted by Lindsey Larsen, GAEOP Membership Chairman



November 1	Wendy Heslink NAEOP Past President	November 26,	Kelly Franz Cottonwood Elementary
November 2	Cheyenne Ashton Cyprus High		Kari Parry Taylorsville High
November 5	Jaqueline Carrillo-Valle Budget Office	November 27	Diana Pennington Support Services
November 9	Jennifer Newland Hunter High		Shirlene Teigen Hunter Jr High
November 11	Jamey Pease Wright Elementary	November 29	Tennille McCleve-Mendez Lake Ridge Elementary
November 12	Amy Lefler Bennion Elementary		Lana Sutton Health Related Services

Linda Liebmann
Granite Transition Services

Karen Manning
Skyline High

Bonnie Seastrand
Truman Elementary

November 13 Trinda Burdett
Educational Technology

November 15 Jacqueline Rosvall
Cottonwood High

November 20 Audrey Price
Cyprus High

Doreen Yates
Curriculum & Instruction

November 22 Kristin Fitzgerald
Evergreen Jr High

Did you Know?

Submitted by Marilee Evans, "The LINK" Editor

Interesting Office Facts

1. One percent of U.S. employers allow employees to take naps during working hours.
2. No piece of normal-size paper can be folded in half more than seven times.
3. A typist's fingers travel 12.6 miles during an average workday.
4. Difficulty focusing on the computer screen, short-term memory problems and trouble with basic math can be caused by a mere 2% drop in body water. Remember to stay hydrated during work hours.
5. The average office worker spends 50 minutes a day looking for lost files and other items.
6. The United States has the fourth largest workforce in the world, at 154.2 million (does not include those who are unemployed).
7. Remember to always take notes during meetings, as the brain retains less than 5% of what is said.



[Find more facts here.](#)

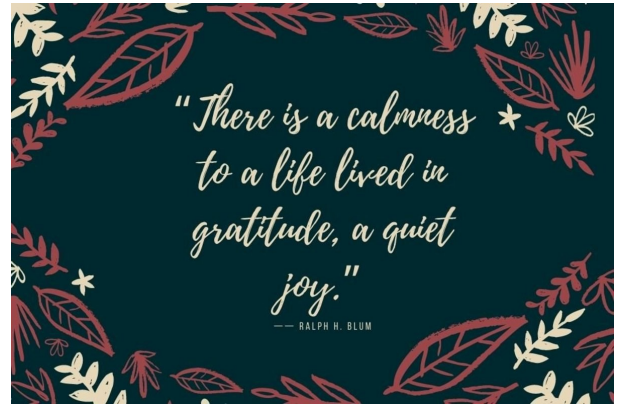
Dates & Deadlines

November 1	School Board Meeting
November 6	Daylight Saving Time Ends (Fall Back)
November 11	Veteran's Day Training—Injuries/Workers Comp
November 13	World Kindness Day
November 24-25	Thanksgiving Break



Power of Positivity

Submitted by: Marilee Evans, Link Editor



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 Juliane Hamblin, GAEOP President, at jihamblin@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 Juliane Hamblin in Planning & Boundaries (with a check or cash included for hourly employees).

November is . . .

Submitted by Marilee Evans, "The Link" Editor

America's Diabetes Month



November is... American Diabetes Month. "Observed every November, American Diabetes Month is an important element in the American Diabetes Association's efforts to focus our nation's attention

on the disease and the tens of millions of people affected by it." One in 11 Americans has diabetes, and 86 million are at risk for developing the disease. You may be surprised to learn that diabetes causes more deaths than AIDS and breast cancer combined. It's likely we all have "friends, family members, and neighbors managing the day-to-day triumphs and challenges of the disease." Source: [American Diabetes Association](http://AmericanDiabetesAssociation.org)

World Kindness Day



World Kindness Week came into being when several humanitarian groups came together on November 13, 1997, and made a Declaration of Kindness. The root of

the word 'kindness' originates from the Old English word 'kyndnes,' which is a derivative from the Middle English word 'kindenes,' a word for courtesy.

What started as World Kindness Day turned into World Kindness Week, where everyone is encouraged to make a similar declaration of kindness and charity. The week is celebrated by donating books, food, or clothes to local communities and pledging to empathize with other people. Even the smallest act of kindness can go a long way, and you should never pass up an opportunity to help someone in need. World Kindness Week aims to create a society where everyone can live a dignified life. Source: [Link](#)

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New

Leslie Guerrero Bookkeeper
Kearns Jr

Rosa Ortiz Registrar
Cyprus High School

Esmeralda Cortes Principal Secretary
Hillsdale Elementary

Transfers

Sabrena Koehler District Admin II Secretary
Family & Community Engagement from Granite Peaks

Sarah Spencer Admin I Secretary
Granite Peaks from same department

Sonia Richardson General Office/Receptionist
Cyprus - Brockbank from Hourly position

Marilyne Felix Post High Secretary
Granite Transition Services from Hourly position

Cheyenne Ashton Attendance Secretary
Olympus High School Cyprus - Brockbank

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 President Elect

New

Cassie Jensen Accounting, District Office
Bachelor's

Lola Dunn Fox Hills Elementary
Bachelor's

Sarah Spencer Granite Peaks
Associate's

Recertification

Jamey Pease Gearld Wright Elementary
Advanced III/GCOP

Marie Tomlinson Bacchus Elementary
Advanced III/GCOP

Erin Wright Student Assessment
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>

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

- Carissa Fjeldsted, Farnsworth Elementary
- Heidi Clark, Communications
- Amy Wolters, Vista Elementary
- Donna Leppink, Fremont Elementary
- Tiffani Robinson, Olympus High
- Cheryl Boynton, West Lake Jr High
- Jami Donio, Kearns High
- Caroline Ramos, Cottonwood High
- Leslie George, Transportation

November GEM Winner

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

Judy Godoy, Kennedy Jr High

Nominated by Jennifer Vargo

"Judy Godoy is hard-working, caring, and the HEART of Kennedy Jr. High. She has been there for nearly 17 years and the community, students and faculty love her. They reference her as the Sunshine of the school. She has been alone in the counseling center for nearly a year and gets the job done. She does it all around the school —registering all the students, attendance issues, handling all the request from the counselors, students, faculty and administration. She cares for all the students and knows them by name and most of their parents names as well. Kennedy Jr High would not know what to do without her. Her commitment to her job and the community is 2nd to none. This award is long overdue for her."



left-right Gayna Breeze, Judy Godoy, Julianne Hamblin

"GEM" Award Nomination

Submitted by Gayna Breeze, President Elect



Do you know an office professional who is doing a great job, or who has gone the extra mile? Nominate them for the GEM Award. It's easy. Go to <https://forms.gle/4mvDDz2AxHgTo8iM6> and fill out the brief form telling us what how they go the extra mile. 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. Please be as specific as possible. What will make your candidate stand out from the rest?

**Next Article
Deadline:
November
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:

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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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2022-2023 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.