

THE Link

October 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

Inside:

- 2 Office Professionals Spotlight
- Professional Development
- 3 National Awareness Month
- Potluck Party Recipe
- 4 GAEOP Member Birthdays
- Managing "To Do's"
- 5 Dates & Deadlines
- Power of Positivity
- Membership Application
- 6 Welcome Office Professionals
- GEM Nomination How To
- PSP/GCPS Recipients
- Open Enrollment
- 7 Kudos Corner
- GEM Recipient
- 8 Service Project
- 10 2022-2023 GAEOP Board
- 11 2022-2023 Advisory Committee



GAEOP President's Message



Fall is finally in the air. After such a hot summer, I am looking forward to the cooler weather of autumn.

October is one of my favorite months. We are well into the routines of the school year and there is much to look forward to.

Granite Education Foundation does much to help reduce the barriers to student learning. Students who are hungry, or lack sufficient clothing and other necessities, have a more difficult time focusing on classroom learning. On a recent visit to the foundation warehouse, I was impressed with the logistics and organization evident behind the efforts to provide weekend food kits for the many Granite students who need them.

In anticipation of holiday needs, Granite Education Foundation collects new toys and books 365 days a year. GAEOP is excited to assist in this effort. On October 26th we are hosting a service project and social to collect new toys, books, and other items for Santa Sacks. Santa Sacks are available for students in need or who are new to our country. The sacks are distributed by dedicated school social workers throughout the district. I hope you will donate to the collection effort and join us for a little socializing prior to the holiday season. Pages 8 and 9 have the details of the event.

I hope you enjoy this issue of the newsletter. There is information on

Professional Development opportunities on page 7. Get to know the secretaries from Hillsdale and Magna Elementary on page 2. Find some ideas for how to manage your "To Do" lists on Page 4.

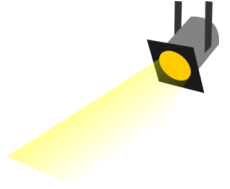
Your work as office professionals throughout the district makes a difference. You are vital to the success of your school and department. Many of your responsibilities are accomplished in the background so that students, teachers, administrators, and parents have what they need when they need it. At the same time, you do your work on a public stage. Amid all the tasks that need to be done, thank you for taking the time to greet people with a smile and a kind word. Thank you for taking that extra minute or two to help them find the answer, information, or person they need. You make a world of difference.

*Julianne Hamblin, CEOE
GAEOP President*



Office Professionals' Spotlight

Submitted by Jessica Inman, "The LINK" Editor



Hope Glenn, Hillsdale Elementary



Hope has spent the last several years working from home, assisting private practice mental health providers with their insurance billing. Now that her children are a bit older, she is excited to assist the awesome families and teachers in the Hillsdale community.

She, her husband, and two kids moved back to Salt Lake City in 2020 after spending six years adventuring in Green River, just outside of Moab.

Her happiest place is sitting in the sunshine in her backyard with a good book and a glass of wine or on the lawn at Red Butte listening to live music.



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](#)

Jenny Lopez, Magna Elementary



Jenny has always wanted to work for a school, but never really looked into it. During the pandemic she was let go from her job, so she decided to apply for Granite. There were not a lot of job openings at the time so she decided to apply for a Para job. She then went on to be the Office Clerk at West Valley Elementary. She loved working for West Valley and helping kiddos and parents in the office, but needed a full-time job. Everyone encouraged her to look into a secretary job. Even though they didn't want her to go, it would be the best for her. She is now the new Magna Elementary Principal Secretary. A principal secretary does so much, she is up for this challenge and so excited to be there.

Jenny has a little family, with a 7-year-old daughter, her husband, and two pups. They love to hang out, watch movies and explore new places. She is originally from California, and she visits her family a lot, especially during the summers.

Her hobbies include shopping, mom and daughter dates, and party planning. She enjoys her weekend job of balloon styling and event setups.

Professional Development Opportunities

Submitted by Trinda Burdett, Educational Technology, GAEOP Secretary

Let's get back on track! We have the following in-person Professional Development opportunities available for you:

- Friday, October 7th – Attendance/Truancy or HR Basics (2 separate classes)
- Friday, November 11th – Workers Comp & Other Injuries at Our School

Watch your email for the November sign up in the next couple of weeks!

And don't forget, there are a lot of trainings offered by other departments:

Utah Retirement Services Trainings are held from 4:30-6:30 pm:

- Tier 2: October 19th at Granger High
- Tier 1: November 16th at Skyline High
- Tier 1: December 14th at Cyprus High

IS Facilitators for Discovery Trainings:

Quarterly Updates: December 9th, March 10th, and April 28th - make sure to check their [web page](#) for upcoming trainings.



If you have questions, please reach out to Trinda Burdett at tburdett@graniteschools.org

GAEOP Member Birthdays

Submitted by Lindsey Larsen, GAEOP Membership Chair



October 3 **Dorothy Astin**
Prevention & Student Placement

Brenda Harris
Redwood Elementary

October 4 **Chrystalin Chapman**
Bonneville Jr High

October 5 **Carol Berlin**
Teaching & Learning

Judy Godoy
Kennedy Jr High

October 6 **Ann Jones**
YESS

Christy Olsen
Hunter High

October 7 **Jacki Brunson**
Preschool Services

Sharon Clark
Bennion Jr High

October 8 **Tamara Gibb**
Lincoln Elementary

Lindsay Koehler
Accounting

Samantha Simister
Gourley Elementary

October 11 **Rebecca Carpenter**
Bennion Jr High

Jody Trujillo
Granite Park Jr High

October 15 **Leslie Frank**
Bates Foods

October 17 **Marcinda Mohr**
Architectural Services

October 18 **Yvonne Garcia**
Granite Peaks

October 23 **Julianne Hamblin**
Planning and Boundaries

April Smith
Cottonwood High

October 24 **Karin Cooper**
Skyline High

Kim Dixon
Accounting

Tori Myers
Academy Park Elementary

October 25 **Wendy Cochran**
Eisenhower Jr High

October 31 **Jane Bracken**
College & Career Readiness

Carmen Guevara
West Lake Jr High

Managing Your “To Do” Lists

Submitted by Robin Hassard, Olympus High

Organization is key to a smooth-running office. Robin has shared some tidbits of knowledge on getting ready for substitutes in the mornings.

“When getting ready for the next day’s subs, I get their folders ready the day before (class rolls, sub plans, keys, any special announcements, etc.). That way, when I come in the morning, I only have to prepare folders for subs jobs that occurred overnight. I also make good use of my teacher assistants. I train them well, so when it is really busy, I know I have excellent phone coverage, which means fewer interruption and more work completed!

“I mostly prioritize my “to do” list by time sensitivity. I do what has to be done 1st, and then work on other issues as I can. It’s a real juggling act, going back and forth to many things with constant interruptions.”

Share your ideas for Managing Your “To Do” List [here](#).



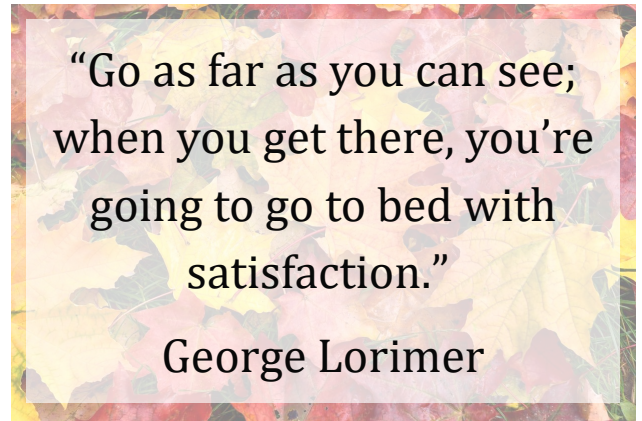
Dates & Deadlines

October 2, 2022	National Custodian Day
October 5, 2022	National Walk/Bike to School Day
October 13 - 14, 2022	Fall Break (including District)
October 17, 2022	Boss's Day
October 25 & 27, 2022	NAEOP Virtual Summit
October 31, 2022	Halloween



Power of Positivity

Submitted by Carol Seastrand, Skyline High



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).

Welcome Office Professionals

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New

Cassie Jensen Administrative Secretary
Accounts Payable

Irene Gudmundson Attendance Secretary
Granger High

Transfers

Janene Fordham Office Clerk
Elk Run Elementary from Accounts Payable

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



"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 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?

PSP/GCPS Recipients

Submitted by Gayna Breeze, CEOE, GAEOP President Elect

New

Cynthia Jacobsen Special Education
Bachelor's

April Smith Cottonwood High
Bachelor's

RayDean Hill Accounts Payable
Bachelor's

Irene Gudmundson Granger High
Bachelor's

Recertification

Marguerita Davilla-Telck Olympus Jr High
Advanced III/GCOP

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>



OPEN ENROLLMENT

Sep 26 – Oct 11

IMPORTANT INFORMATION

\$50 Late Fee will be charged to employees who fail to waive or complete their 2023 elections during Open Enrollment. Open Enrollment will end October 11, 7:00pm (MST).

EVERY contract employee is **REQUIRED** to waive or re-enroll their insurance elections during the mandatory on-line open enrollment period (Sep 26–Oct 11, 2022) to continue insurance benefits for the 2023 plan year.

Benefit Fairs

Taylorville High - 10/3/22
4-6pm, 5225 South Redwood Rd

GEC - 10/6/22
4-6pm, 2500 S. State Street

GEC - 10/11/22
4-7pm, 2500 S. State Street

ROAD TO BENEFIT FAIRS

- Services Available
- > Online enrollment support
 - > Enrollment questions answered
 - > Free Flu shot for employees
 - > Benefit Vendors Onsite
 - > Prize Giveaways

Mandatory Online Enrollment



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

- Gayna Breeze, Planning & Boundaries
- Marilyn Floyd, Special Education
- Lindsey Larsen, Special Education
- Michelle Ortega, Plymouth Elementary
- Vanessa Park, Engineering, and Construction
- Caroline Ramos, Cottonwood High School

October GEM Winner

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

Michelle Ortega, Plymouth Elementary

Nominated by Melissa King

"Michelle goes above and beyond to treat every student and staff member with kindness, compassion, and the utmost respect in every situation. Aside from seamlessly completing all the day-to-day management tasks, Michelle presents a lot of positivity when she communicates with both parents and students to coordinate the various contextual factors that influence our school families, and treats each situation with love and dignity.

"Michelle frequently gives pep talks to teachers who have had a problematic situation occur in their classroom and provides a listening ear of support and inclusion to all staff as they work to resolve the various issues throughout the school day. Michelle is quick to fill in for and support anyone in the building when there is a vacancy or need, juggling the many fabulous hats she must wear every day.

"Michelle likewise gives equitable voices to students who are often marginalized and unheard in other areas of life. Students come to the office throughout the day for various reasons, and each one finds receipt as a valuable member of Plymouth Elementary School. No matter how chaotic the day has gone, Michelle always supports vulnerable students who need refuge by listening and creating action plans with staff and other administration. Michelle does so much more than run an office; she uplifts everyone in action and deed, allowing each school community member to thrive.



L to R: Melissa King, Michelle Ortega, Malynda Cloward



"My mother always said that we should live a life that includes leaving a mark that cannot find erasure and leaves a permanent imprint on humanity. Thanks to her tireless efforts, Michelle is this mark for so many. Her presence at our school has helped our Plymouth Elementary Family flourish and develop into a more unified team."

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. To nominate someone please go to the following [link](#).



YOU ARE INVITED TO THE

GAEOP
Service Project
and
BINGO Social

We are collecting Santa Sack items for the
Granite Education Foundation

OCTOBER 26, 2022 4:30-5:30PM
GRANITE EDUCATION CENTER, AUDITORIUM B & C
(2500 S. STATE STREET)

*More details below

Donation Items:

ALL ITEMS MUST BE NEW

- Stuffed Animals
- Baby Dolls
- Hot Wheels
- Chapter Books - Grade 3-6
- Art Kits
- Legos
- Board Games
- Socks
- Winter Hats
- Gloves
- Fleece Blankets
- Soccer Balls, Basketballs, Footballs, etc.

**Granite Education
Foundation**

granitekids.org

Click on the link below for more
information about [Santa Sacks](#).

Each Item donation gets you one BINGO card.

Additional BINGO cards can be purchased for

\$2 = 1 card

\$5 = 3 cards

More cards means a greater chance to take home fun prizes!





“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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Marilee Evans
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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

Patrick Flanagan, Director, Human Resources

Virginia Glaittli, GAEOP Treasurer

Bonnie Seastrand, GAEOP Elementary West Representative

Additional Members TBD

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