

THE Link

April 2017

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 Utah Association of Educational Office Professionals and the National Association of Educational Office Professionals



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Teresa's Tidbits



*Teresa Himmelberger
GAEOP President*

April is the time of year when the sun begins to shine, the flowers are peeking through the ground, and the birds are happily chirping. For me, it gives me rejuvenation, which is exactly what my body needs from time to time. I hope you have been enjoying a little bit of springtime as well. This month we celebrate

Administrative Professionals Week, April 24-28. According to Google...

The first National Secretaries Week was organized in 1952 in conjunction with the United States Department of Commerce and various office supply and equipment manufacturers. The Wednesday of that week became known as National Secretaries Day. As the organization gained international recognition, the events became known as Professional Secretaries Week® and Professional Secretaries Day®. In 2000, the names of the week and the day were changed to Administrative Professionals Week and Administrative Professionals Day to keep pace with changing job titles and expanding responsibilities of the modern administrative workforce. Many work environments across the world observe this event.

I admire each of you daily for the work you do and for taking care of so many in your locations. *Happy Administrative Professionals Week!*



Daily we may find ourselves feeling like superheroes so I have chosen as the 2017-18 theme *"Find the Superhero in YOU...Leap into Action."*

Planning for the Professional Development Day is in full swing. The committee has been hard at work planning a fantastic day for you on **May 31**, at Cottonwood High School. Mark your calendar to join us for a day filled with fun, networking, and knowledge. For those of you who are veterans to this event,

reach out to our new office professionals and get them excited for what is in store. What a great way to network with others and hear from professionals in their field of expertise! By attending, you will receive six inservice credit hours toward your PSP or GCOP certificate. An email was sent out with registration information—the link to reserve your spot and classes is also included here: <https://goo.gl/forms/4Erb7IjXRjVauPZ02> See page 7 for details about the great classes available.

Our service project for this event is the Humane Society of Utah. If you are like so many, pets are our family too. The flyer with details is on page 8.

Thank you for taking the time to vote in the 2017-18 elections this year. As a member of GAEOP, this is your voice in action. Election results are on page 5.

Have a wonderful month and a super fun Administrative Professionals Week.

*Teresa Himmelberger, CEOE
GAEOP President*

"Surf the Wave to a Positively Charged Life"





In the Spotlight

Wasatch Jr. High

submitted by Sam Basham, Jr. High Representative

Linda Thompson- Counseling Clerk



This is my sixth year working at Wasatch Jr. in the Counseling Center. The best part of my job is the great people I get to work with and the students that make me smile. When I'm not at work I run a Bed and Breakfast. I have five children, seven grandchildren and one husband. I like to hike when the weather is good and when it's not I like to quilt and read.

Bonese Snarr – Principal Secretary



This is my 18th year in the District, and I have been at Wasatch for five years. It has been great to work with so many wonderful people along the way. I have four children and I am looking forward to being a grandma for the first time. (It is so weird). I have to say I have had many hobbies but for right now, I enjoy sitting down with a good book.

Emily Thompson-Counseling Clerk



This is my third year working at Wasatch Jr. High. I love the amazing people that I get to work with every day. We have fun coming up with activities for high school and college preparation. During my leisure time I am an unofficial theatre critic that occasionally dabbles in the art itself, a toddler translator, and a British sweets consumer. I have been a Potterhead since 1999 and continue that love

today. My redheaded family consists of my husband and little girl.

Linda Quinn – Bookkeeper



I am originally from Wallingford, Connecticut, and have lived in Massachusetts, Canada, Maine, and Colorado. During that time, I earned a BA in both English and Music, gave birth to two daughters (one in Maine, one in Colorado), worked to put my husband through Grad School, and finally settled here in Utah. I have been at Wasatch for ten years as the Financial Secretary and love working

with teenagers. I enjoy walking, singing, writing, and reading. I miss the ocean and dream of retiring on Cape Cod.

Courtney Williams – Attendance Secretary



This is my third year with Granite School District. I was in Curriculum & Instruction previously, and moved out to Wasatch Jr. High as the attendance secretary/registrar in December and I absolutely love working with the kids. I am originally from Denver, Colorado and moved to Utah in 2010. I like to work on my classic Mini Cooper and drive it in the

canyons in my spare time. I also teach contortion classes at a local studio.



Inservice Opportunity

submitted by Danielle Kitchen, Inservice Committee Chair

The following inservice class will be offered in April. More information about the class, including how to sign up, will be sent via email. If you have questions, or suggestions for inservice classes you would like to have next year, please contact Danielle Kitchen (dfkitchen@graniteschools.org)

Social Media Monday, April 10, 9:00 – 11:00 am C121, GEC
Social Media Monday, April 10, 1:00 – 3:00 pm C121, GEC

Find the Superhero in YOU...
Leap into Acceptance
Compassion
Tolerance
Integrity
Optimism
Nurture

GAEOP Professional Development Day
Wednesday, May 31st, 2017
7:00 am to 4:00 pm
Cottonwood High School
5715 So. 1300 East - Murray, Utah

"Find the Superhero in YOU"
Presented by Patrick Flanagan and Jo Crawley
Granite Human Resources

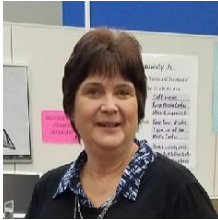
This day is for ALL office professionals, contract or part-time. Hourly secretaries/clerks who attend will receive pay for 6 hours. 9-month contract secretaries will have a trade day.

Lunch will be
Chicken and steak shishkabobs, salad, dessert and drink

April "Going the Extra Mile" Recipient

submitted by Stacy Bushell and Jennifer Justesen, "Extra Mile" Award Committee

Jennifer Vargo, Kennedy Jr. High



Jennifer Vargo works as the Bookkeeper at Kennedy Jr. High. She was nominated by Ann Shields and Cindy McCleve, both from Matheson Jr. High. Here is what Ann shared,

"Jenn is my Mentor this year. She rescues me daily as she trains me on the proper procedures and duties of my job. She's SUPER patient with me, and understands that I'm old, and my brain needs extra time to process new things. She always teaches me best practices, and explains the correct processes to me. She takes time to come to my school and help me in person when I get too bogged down and frustrated with the piles of work on my desk, that I have no idea what to do with. All this, and she's still cheerful, fun and funny! I'm not certain, but I think if not for her, there's a pretty good chance I may have thrown in the towel by now, and be working somewhere else!! She's just fantastic in all respects, and she's my hero, and my friend!!"

Cindy adds, "Jenn has gone above and beyond her assigned time to help Ann. She is always willing to talk when Ann needs help, and will also remote into the computer and help her that way. She is always cheerful and helpful no matter when Ann needs her. She has been absolutely amazing. Jenn deserves this 'Going the Extra Mile,' award and then some."

Keep those nominations coming. Emails are sent out each month with a Google form to nominate. Each month, an office professional will be recognized for "Going the Extra Mile" in the work that they do. Take the opportunity to nominate a deserving individual. **Make sure to include specific examples of how this person goes above and beyond their regular duties.** Examples may include: providing the highest quality of service, contributing to a positive work place, and treating others with warmth, courtesy and respect. If you have any questions or want to nominate someone, please contact Stacy Bushell sbushell@graniteschools.org or Jennifer Justesen jjustesen@graniteschools.org.

Dates & Deadlines:

April 5, 2017	GAEOP Board Meeting
April 11, 2017	Board of Education Meeting
April 16, 2017	Easter
April 20, 2017	Link Articles Due (May/June issue)
April 24-28, 2017	Administrative Professionals Week
May 15, 2017	PSP Postmark Deadline
May 31, 2017	GAEOP Professional Development Day, Cottonwood High School
July 12-15, 2017	NAEOP Annual Conference & Institute, Greenville, SC

Kudos Corner:

submitted by Stacy Bushell, "Extra Mile" Committee Chair

These awesome office professionals were nominated for the Going the Extra Mile Award for March and April.

Kris Ard, *Granite Peaks*
Ashley Ball, *Academy Park Elementary*
Dawn Binyon, *Valley Jr. High*
Juliene Christensen, *Valley Jr. High*
Maren Erickson, *Bonneville Jr. High*
Danielle Kitchen, *School Accountability*
Eugenia Salguero, *South Kearns Elementary*
Lisa Turner, *Morningside Elementary*

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

LuAnn Schroeder - April 1

Kearns High School

Deanne Hampson - April 3

Eastwood Elementary

Lorna Allen - April 5

West Kearns Elementary

Marie Tomlinson - April 7

Bacchus Elementary

Debbie Allen - April 9

Prevention & Student Placement

Alyssa Carraway - April 10

Educational Technology

Keelee Powell - April 10

Orchard Elementary

Jami Donio - April 12

Eisenhower Jr. High

Kathy Bailey - April 13

Talent Development

Susan White - April 13

Cyprus High

Linda Rodriguez - April 15

Cottonwood High

Leslie George - April 16

Curriculum & Instruction

Christine Margetts - April 16

Rosecrest Elementary

Gaylawn Starnes - April 17

Human Resources

Teresa Hughes - April 18

Smith Elementary

Diana Miller - April 18

Taylorsville Elementary

Jennifer Justesen - April 20

Safety & Compliance

Gayna Breeze - April 21

Wright Elementary



Beverly Fairclough - April 21

Monroe Elementary

Julena Averett - April 22

Olympus High

Kim Gilbert - April 23

Olympus High

Lafo Tauanu'u - April 25

Taylorsville High

Kris Carlson - April 27

Brockbank Jr. High

Jamie Christensen - April 27

Human Resources

Recipe

Submitted by Kathy Roos, GAEOP Treasurer

Rhodes Butterscotch Bubble Loaf (We call this "Pull Apart")

Ingredients:

- 24 Rhodes Yeast Dinner Rolls, thawed but still cold
- 1/2 of a 3.5 ounce box butterscotch or vanilla pudding mix, non-instant (I use an entire box and it is more gooey)
- 1/2 cup pecans, chopped - Optional
- 1/2 cup brown sugar
- 1/2 cup butter or margarine



Instructions:

Cut dinner rolls in half and dip in dry pudding mix. Arrange rolls in sprayed bundt pan, alternately with pecans. Sprinkle any remaining pudding mix over the top.

Combine brown sugar and butter. Heat together until butter is melted and a syrup is formed (microwave about 1 1/2 minutes). Pour syrup over rolls. Cover with sprayed plastic wrap. Let rise until double in size or even with top of bundt pan.

Carefully remove wrap. Bake at 350°F for 30-35 minutes. Cover with foil the last 15 minutes of baking.

Immediately after baking, loosen from sides of the pan with a knife and invert onto a serving plate.

Helpful Hints

Submitted by Leesa Rij, Membership Chair

There are thousands of productivity apps and tools on the market promising to help you increase your performance, but sometimes all it takes to improve your focus is a few quick changes to your work habits and your environment. Want to get more accomplished at the office? Here are 12 simple, low-tech tips for boosting your productivity at work.



Rawpixel.com/Shutterstock

- Streamline your space.
- Add pops of color or live plants.
- Decorate your work space.
- Get your most dreaded task out of the way.
- Prioritize and delegate your other tasks.
- Turn off your email notifications.
- Take short breaks.
- Move around.
- Listen to music.
- Switch locations.
- Write down your daily goals.
- Stop trying to multitask.

See more at businessnewsdaily.com.

Tips & Tricks

submitted by Arlee Willits, Part-Time Representative

We all deal with pessimism every day in our jobs. Having a good response is a way to shut down that pessimism while keeping the conversation alive. Here are **Seven Perfect Replies to (Politely) Shut Down Negative People.** (Note: I reserve this strategy for people who whine non-stop, not those who speak up when there is an issue.)

1. "I'm sorry to hear that. Did anything good come out of that situation?" This response shows empathy while redirecting to a more upbeat direction. Do note that you do not want to be the one to point out a specific silver lining. If you do, it can put the other person on the defensive; they will feel obligated to prove why the situation is still sucky.
2. "Wow, that's bad. But, I am impressed with how positive you are about the whole thing." Commenting on someone's fortitude encourages him or her to be less negative.
3. "Ooh. How do you typically handle that?" Asking about coping strategies will put a person in a problem-solving mode.
4. "If only I had the experience/wisdom/work ethic that you did!" This line not only flatters but also encourages them to acknowledge where you are coming from. The combination of perspective and flattery usually goes a long way.
5. "Please, correct me if I'm wrong, but it sounds like you're upset because..." Some people will not let it go until you have heard them out. For these, just repeat back their main grievances. This lets them feel heard, and since you are not adding anything new, they will run out of steam.
6. "Oh gosh. Well, I'm sure you'd rather talk about something happier. What else is new in your world?" With this reply, you force the person to move on to a less gloomy topic.
7. "Is there anything I can do?" While you shouldn't offer to step in, most of the time, the venter won't take you up on your offer.

Dealing with negative people is no one's idea of a good time. However, if they start venting, you have seven options for combatting their pessimism.

By Aja Frost at themuse.com



GAEOP Election Results

submitted by Amy Torres, Vice President & Elections Chair

Here are the results of the GAEOP Executive Board Elections. These awesome ladies will be introduced at the Professional Development Day at Cottonwood High School on May 31. Congratulations on being elected and thank you for your willingness to serve the office professionals of Granite District.

Gayna Breeze, *Planning & Boundaries*—Administrative Representative

Colleen Hughes, *Educational Technology*—Treasurer

Michelle Raymond, *Kearns Jr.*—Jr. High Representative

Professional Development Opportunity

NAEOP

ANNUAL CONFERENCE & INSTITUTE

KEYNOTE SPEAKER



"Change can be uncomfortable, inconvenient, unexpected and expensive. But, not all change is bad. Positive change can mean new growth with positive results. It all boils down to how you approach change that will determine if you move forward or not."

Sam Glenn, The Attitude Guy
To see more about Sam check out <http://samglenn.com/>

July 11-15, 2017
Greenville, SC



For more conference information go to <https://www.naeop.org/> under the Events Tab



Our thoughts are with those who have lost loved ones or who are recovering from illness.

If you know of someone that has lost a loved one or is ill, please contact Lesa Campbell or Teresa Himmelberger.

UAEOP Conference Report

submitted by Julianne Hamblin, Elementary West Representative

I had a great time at the UAEOP conference on March 11, 2017. Thank you to the conference committee for your hard work to provide a wonderful day!

Here are a few highlights:

- ★ Dr. Sydnee Dickson, State Superintendent of Public Instruction said, “the measure of our kindness is serving those who are hardest to serve.” That sounds like good advice to remember, whether we are interacting with students, parents, teachers, or other colleagues.
- ★ The Utah Division of Securities (securities.utah.gov) provides unbiased (and free) information about investments and can help you learn about investing and increase your financial knowledge. Decide how and where you want your money to grow. Make a plan, starting where you are right now. If you already have a plan, then you can evaluate any new investment opportunities as they relate to your plan. This will help you avoid becoming a victim of fraud or high pressure sales tactics.
- ★ Utah Retirement Systems provides free retirement seminars to help you understand your URS benefits. The ideal time to attend a pre-retirement seminar is at least 10 years before you retire. This gives you time to make adjustments to your plans in advance of your retirement.
- ★ USEA representatives presented powerful information about how to recognize different types of bullying and how to stop it when you see it.
- ★ Sherry Wilson reminded us that “you can do it!” She shared tips for time management, office organization, and stress management. Sometimes, just taking two minutes to breathe deeply and deliberately can help relieve stress and get you back on task to be able to accomplish items on that huge “to do” list.

It’s not too early to begin planning to attend next year’s conference. It will be held Saturday, March 10, 2018.



**Happiness is a butterfly, which
when pursued, is always just
beyond your grasp, but which, if
you will sit down quietly, may
alight upon you.**

~Nathaniel Hawthorne

April is...

National Autism Awareness Month



“Nearly a quarter century ago, the Autism Society launched a nationwide effort to promote autism awareness, inclusion and self-determination for all, and assure that each person with ASD is provided the opportunity to achieve the highest possible quality of life. This year we want to go beyond simply promoting autism awareness to encouraging friends and collaborators to become partners in movement toward acceptance and appreciation.”

“Let’s embrace a new perspective. For over 50 years we have worked in communities (both large and small) to ensure our actions, through our services and programming, supported all individuals living with autism. Let’s expand this work to focus on the rest of us – ensuring acceptance and inclusion in schools and communities that results in true appreciation of the unique aspects of all people. We want to get one step closer to a society where those with ASDs are truly valued for their unique talents and gifts.” from autism-society.org

National Child Abuse Prevention Month

“National Child Abuse Prevention Month is a time to acknowledge the importance of families and communities working together to prevent child abuse and neglect, and to promote the social and emotional well-being of children and families. During the month of April and throughout the year, communities are encouraged to share child abuse and neglect prevention awareness strategies and activities and promote prevention across the country.” from childwelfare.gov. As heartbreaking as child abuse is, we can always try to be aware of the children around us and help protect them. Working in education gives us many opportunities to impact children’s lives in positive ways, and since we have so much daily contact with them we need to be ready to step up to protect and advocate for children.

GAEOP Professional Development Day Classes

Art of Sway

Cherie Anderson and Celia Powell, Educational Technology

If you are a fan of PowerPoint, you may have heard about Microsoft's latest presentation tool, Microsoft Sway. With Sway, you can create and share presentations like never before! In this class we will give you a basic overview as to what Sway can do as well as demonstrate some of our personal favorite features. Join us and dive in!

Sway is a free app from Microsoft Office that helps gather, format, and share reports, newsletters, web pages, and presentations on an interactive, web-based canvas that looks great on almost any screen. That is right, we said *interactive!* Use videos or interactive charts to engage your audience like never before.

Granite School District Early Retirement

Dave Rettie, Granite Human Resources, Associate Director

Come learn about the GSD retirement incentives for secretaries. We will go over each of the incentives and give examples. Whether you are close to retiring or just getting started, this will be great information for planning for retirement.

Introduction to Self Defense

Sgt. Randy Porter, Granite Police Department

This class demonstrates several introductory techniques of Jujitsu. This class will teach basic joint manipulation techniques of overcoming an attacker when you cannot get away. Police officers use these same techniques. These introductory techniques will be taught at a slow pace. To become proficient in martial arts one must have months of training and practice. This class encourages everyone who participates to seek out long-term professional martial arts instruction.

Office Professionals ARE Superheroes!

Marijean Woolf, Granite Talent Development

The three most vital traits of a superhero are extraordinary powers/abilities, courage/ability to face one's fears, and a strong moral code. These traits are just a few that the effective educational office professional must possess. Do you handle all situations in your office well? Do you feel appreciated? Do you take care of yourself first and others second? If you answer "no" to any of these, this workshop is for you. We will talk about how to take pride in your work, how to feel appreciated (and show appreciation), and how to focus on ourselves first - all in an effort to help you realize you really DO make a difference in your office environment and you really ARE a super hero!

School and Personal Safety in a Crisis

Sgt. Jeremy Orton - Granite Police Department

Have you ever wondered what **YOU** should do during a crisis at your school or office? This class will cover strategies you can use to keep yourself and others safe before and during a crisis. We will discuss active shooters, enhanced security protocols, custody disputes, out of control students, and other situations that might arise where you work. Learn what you can do to make a difference when a crisis arises.

School and Student Profiles

Paula Jo Steele & Allie Williamson, Information Systems

In this session, you will learn about our new data location in Granite! We will explore all of the available data in the school and student profiles. Basic functionality will be discussed, in addition to exporting, sorting, and filtering the data that is available.

Skype for Business

Julie Martinez, Information Systems

What is Skype for Business? It is a super-efficient way to communicate with your co-workers through instant messaging, audio call, web conferencing, voice mail and email. You can also do screen shares and take over someone's computer!

Student Trauma and Crisis Response

Andrea Miller, Coordinator Social Work

Judy Petersen, Director College and Career Readiness

Participants will learn basic strategies to assist students and families who have experienced trauma. In addition, you will learn the components of the crisis cycle and how to deescalate challenging behaviors for positive outcomes.

URS Retirement Systems

Robert Goodick, Utah Retirement Systems

Tier 1

This session is for URS members with pension service credit prior to July 1, 2011. We will cover all aspects of the Tier 1 pension plan including: how your benefit is calculated, understanding when you can receive your full benefit, early age reduction, partial lump sum options (PLSO), the six payout options, purchasing service credit, death benefits, URS savings plans, investment choices, and more. **This session is highly beneficial for those who are within ten years of retirement.**

Tier 2

This session is for URS members hired after July 1, 2011. We will cover the Hybrid and Defined Contribution programs in detail, how your benefit is calculated, understanding when you can receive your full benefit, early age reduction, the six payout options, purchasing service credit, death benefits, URS savings plans, investment choices, and more. **This session is highly beneficial for those members who are within their first year of eligibility.**

Yoga

Penny OBrien, MS I Director of Wellness Services GBS, Benefits

This class will focus on physical and mental strength building exercises and postures that aim to develop strength, flexibility, mindfulness, concentration, tranquility, and insight. Yoga has been studied and is increasingly recommended to promote relaxation and improve overall health. Yoga is a low-impact activity that can provide the same benefits as any well-designed exercise program, increasing general health and stamina, reducing stress, and improving those conditions brought about by sedentary lifestyles.



**GAEOP
PROFESSIONAL DEVELOPMENT DAY
May 31, 2017 at Cottonwood High School
Donations collected 7:00-8:00 a.m.**



We are thrilled to be supporting loving, caring, adoption-ready pets by collecting donations for the Humane Society of Utah! The items below are listed on their website as being needed by the pets, staff and Veterinarians. Pick up some of these items and bring them to the meeting or donate with cash or a check!

Top 5 Wish List Items

- Kitten Milk Replacement (KMR)
- Puppy Milk Replacement (Esbilac)
- Dry Dog & Dry Puppy Food
- Dry Cat & Dry Kitten Food
- Cat Litter (clumping or non-clumping)



Shelter Supplies

- Fleece Blankets & Towels (Used or New)
- Cat and Dog Toys
- Cat and Dog Treats
- K-9 Advantix 4-10 lbs.
- K-9 Advantix II-20 lbs.
- Canned Dog and Cat Food
- Newspaper
- Disinfectant Wipes
- Paper Towels
- Bleach
- Trash Bags (Kitchen & Liner Trash Bags)
- Sponges
- Anti-Bacterial Dish Soap



**Small Animal Supplies
(Rats, Mice, Gerbils,**

- Guinea Pigs, Rabbits and Birds)**
- Care Fresh Small Animal Bedding (No Cedar Chips Please)
 - Cage Cleaner
 - Small Animal Cage Houses
 - Small Food and Water Dishes
 - Timothy Hay
 - Misc. Animal Food (Gerbil, Rabbit, Guinea Pig, Hamster and Rat)



Activity Supplies

- Clickers
- KONGs of All Shapes and Sizes
- Interactive Dog Toys
- Small-bite Soft Training Treats (Biljacs, Canine Carryouts or Blue Buffalo Bits)
- 8 inch Rolled or Compressed Rawhide Sticks
- Treat Pouches
- Poop Bags
- New Flat Collars
- 6 ft. Leashes
- No-Pull Harnesses of All Sizes
- Head Halters of All Sizes (Gentle Leader or Halti)
- Air Horns
- Feliway (for Cats) – Spray & Wall Plug-ins
- Comfort Zone (for Dogs) – Spray & Wall Plug-ins
- String & Pole Type Cat Toys
- Cardboard Scratching Boards – All Sizes
- Scratching Posts & Cat Trees – All Sizes
- Cat Nip
- Feeder Balls / Treat Dispensing Toys



Medical/Veterinary Supplies

- Digital Ear Thermometers
- Latex Gloves (Large, Medium & Small)
- Q-Tips
- Rubbing Alcohol
- Band Aids (All Sizes)
- Distilled Water
- Medical Tape



Office Supplies

- Ink Pens (Blue / Black)
- Duct Tape
- Tape
- Batteries (AAA, AA and 9 Volt)
- Copier Paper
- Scissors
- Staplers
- Highlighters
- Sharpies (All Colors)
- Paper Clips
- Rubber Bands



Miscellaneous Needs

- First-Aid Supplies
- Tylenol, Ibuprofen or Aspirin
- Fire Safe File



Foster Care Supplies

- Kitten Milk Replacement (KMR)
- Puppy Milk Replacement (Esbilac)



Sign up for the Amazon Smile program with the Humane Society of Utah as your benefitting charity.

Amazon.com

Wish List for the Humane Society of Utah:
<https://www.amazon.com/gp/registry/wishlist/2A017XFC70D3L/>

eBay.com

Wish List for the Humane Society of Utah:
http://www.ebay.com/cln/humane_society_of_utah

Get a Smith's Community Rewards card and donate to the Humane Society of Utah when you buy groceries!
<https://www.utahhumane.org/smithsrewards>

The Humane Society of Utah's Memorial Plaza is a tribute to the four-legged and human loved ones who have touched our lives. Click here for detailed information:
<https://www.utahhumane.org/donate/memorial-bricks>.



Next Article
Deadline:
April
20th

"The Link" is published 10 times per year for approximately 500 secretaries of Granite School District. Contributed materials are welcome and should be sent to the editor via email:

Julianne Hamblin

Fox Hills Elementary
385-646-4828

jihamblin@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:
UAEOP

Utah Association of
Educational Office Professionals
&

NAEOP

National Association of
Educational Office Professionals

"Surf the Wave to a Positively Charged Life"



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

Visit Our Website

www.gaeop.weebly.com

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2016-2017 GAEOP Board Members

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Senior High Board Member

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2016-2017 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Leslie Bell - School Accountability

Marijean Wolf - Talent Development

Terri Roylance - Cottonwood High School

Teresa Himmelberger - GAEOP President; Payroll Office

Amy Torres - Kearns Jr. High School

Lesla Campbell - Maintenance

Stacy Bushell - Cottonwood High School

Danielle Kitchen - School Accountability

Leesa Rij - Moss Elementary

The advisory committee meets the 4th Thursday of each month to discuss issues concerning the Granite School District office professionals.