



## 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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I am sure you have heard about the Golden Rule, but in business, did you know there is a Platinum Rule? According to Dr. Tony Alessandra, the rule is “Treat others the way they want to be treated.” We cannot control others, but we can control our own actions. When we shift our behaviors, the thought is that we can then have more productive relationships with different people. Have you ever wondered why you hit it off with some people immediately, while with others it's like oil and water? Dr. Alessandra says most of us will fit in one of four behavior categories:

### **The Director**

Their primary focus is to get results, so our goal should be to demonstrate competence and efficiency. When you communicate with this person, prepare your points in advance, be brief and to the point, and stick to business. Avoid getting into conversational or personal tangents and avoid being abstract in your requests.

### **The Socializer**

Their primary focus is interactions, so our goal should be to demonstrate an interest in them. When you communicate with this type, you should be friendly and build a rapport, talk about the big picture not details, keep them focused as they are easily distracted. Avoid being all business, curt, or uncaring.

### **The Thinker**

Their primary focus is Data. Our goal should be to demonstrate being prepared and thorough. When you communicate with this person, prepare your points in advance, be realistic and accurate, and stick to business. Avoid being too loud, too personal, informal or casual, disorganized or messy.

### **The Relater**

Their primary focus is nurturing relationships, so our goal should be to demonstrate warmth and sincerity. When you communicate with this person, be non-threatening and soft spoken, draw out their ideas and opinions because they will not offer, and be personable

## Teresa's Tidbits

### *GAEOP President's Message*

and patient. Avoid rushing into business, or making demands, or pushing them to move too quickly. <https://alessandra.com/>

The bottom line is, we will most assuredly deal with any one of these individuals throughout our lifetime. Knowing how to interact with them is our way to a successful relationship.

If you are interested in learning more, there are several YouTube videos available from Dr. Alessandra. I have given you a link here to get started, [https://youtu.be/1l08xb\\_A16g](https://youtu.be/1l08xb_A16g). Have fun!

Registration for our annual Professional Development Day will begin on April 15. Details for the day are on page 4. Watch for an email with the registration link.

The third week in April we honor you, our office professionals, for all the hard work you exhibit each day. Continue to be the full time multitasking ninjas that you are. Thank you for keeping your offices, and schools running, I appreciate all your efforts!

*Teresa Himmelberger, CEOE  
GAEOP President*



“Be Nice to a Secretary, she is the real Gatekeeper of the World”  
~ Anthony J D’Angelo





## Office Professional Spotlight

Submitted by Dawnette Dial, Newsletter Committee

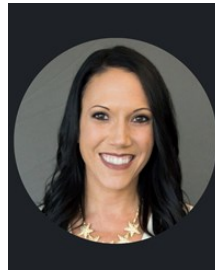
### Ann Gordon - Human Resources



Ann is new to Granite and is honored to be working in Human Resources with so many great people. She is Utah born and raised, having lived all her life here except for 16 months when she lived in Argentina. She loves the variety of our landscapes and seasons, even the snow! She was also a volunteer at the 2002

Winter Olympics which she considered a highlight. One of her favorite places to be is on a shady cabin deck with a good book or sitting on the bank of a stream or lake. She is up for a good hike occasionally, too. She has 35 nieces and nephews and enjoys cheering them on as they grow, participate in sports, and start families. From the spring through the fall she can often be found gardening (pulling weeds) while listening to an audio book.

### Darci Griffiths - Human Resources



Darci is new to the Granite Human Resources family. She began her career in the recruiting and staffing industry in Southern California, where she was raised. With over seven years of recruiting experience and six years of administrative support roles, she finds herself in the ideal position as a

Human Resources Secretary, as she feels she has a passion for helping others. She is a proud mom to an eight-year-old daughter, she is an animal lover, and finds ways to express herself with her artistic abilities.



## 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.

**Jaqueline Carillo** *Human Resources*

**Selene Harrison** *Granite Park Jr. High*

**April Smith** *Cottonwood High*

**Mandy Warneke** *Accounting*

**Elizabeth Miller** *Valley Crest Elementary*



## Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP President Elect

**Darci Griffiths** *Human Resources*

**Selene Harrison** *Granite Park Jr. High Bookkeeper*

**Shealaun Neilson** *Cyprus High Registrar*

**Mandy Warneke** *Accounting*

**Angela Wilcken** *Walker Elementary Principal Secretary*

Have you recently started a new position in the district, or do you know someone who has? Send information to Julianne Hamblin, [jhamblin@graniteschools.org](mailto:jhamblin@graniteschools.org).

## Fun Facts - Did you Know?

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor

The etymology behind the word "April" comes from the verb "aperire," which means "to open." It is commonly believed that the word refers to the season of trees and flowers beginning to open or bloom.

On April 15, 1912, the famous Titanic ship hit an iceberg and sunk on her first and only voyage.

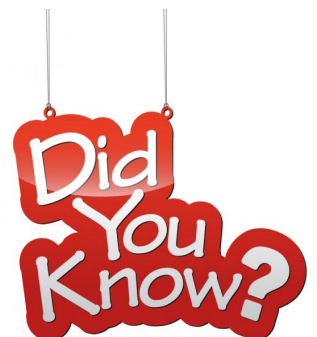
On April 11, 1970, Apollo 13 was launched and ran into difficulties about two days later. It was then that the famous line "Houston, we've had a problem here," was said, and is today usually misquoted.

April is a great month for meteor showers. One of which is the Lyrids meteor shower, which appears from April 16th to April 26th each year. There is another one called the Eta Aquariids meteor shower that can be seen onwards from April 21st.

And of course, as we all know, "April showers bring May flowers," so if the rain of April ever gets you down, never forget the silver lining!

Source:

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



# Diversity Awareness Month

*Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor*

Our planet is filled with a rainbow of races and religions — all equal in every way. It does not matter if you do not understand them all or even know they exist, but it does matter that you accept them all and do not judge any of them as less than worthy. We are all in this together, and our ignorance of other's beliefs is no excuse for intolerance in any form.

As we enter April, we should take some time to celebrate Diversity Month. Take the time to INVOLVE yourself and others in learning about cultures and religions that are not part of your daily life. Involve your children, family, friends, and neighbors, so we may all gain a better understanding of our global family. Talk about, show examples of and become involved in celebrating diversity today and every day. There are endless possibilities of how you can do this, but here are a few examples if you need a bit of inspiration:

1. Invite friends and family over for a pot luck meal where participants bring dishes that represent their ethnicity or their favorite ethnic foods.
2. Create a craft with your children that represents different cultures.
3. Plan an event that brings together different ethnic groups to celebrate.
4. Bring together different religious groups to learn about each other or pray for world peace together.
5. Explore different cultures through art forms, poetry, music, crafts, traditional costumes, language, etc. Have an art show featuring local, diverse artists, a poetry reading, or a concert.
6. Rent movies that deal with diverse topics.
7. Have a display or flag ceremony of different nations' flags.
8. Read about a religion you have heard of but do not know much, if anything, about.



Source: <https://dignityandrespect.org/april-is-diversity->

# Tried & True Recipe

*Submitted by Jamey Pease, Gerald Wright Elementary*

## Slow Cooker Chili Colorado Beef Burritos

### Ingredients

- 2 pounds stew meat (cubed)
  - 1 can enchilada sauce (19 ounce)
  - 2 beef bouillon cubes
  - 1 onion (diced)
  - 1 can diced green chiles (4 ounce)
  - 2 Tablespoons chipotle pepper sauce
  - 1 teaspoon cumin
  - 1/2 teaspoon oregano
  - 1 can refried beans (16 ounce)
  - 8 burrito-size flour tortillas
  - 2 cups shredded Colby Jack cheese (any kind will work)
- Salt and pepper, to taste

### Instructions

1. Spray your slow cooker with non-stick cooking spray.
2. Put beef, enchilada sauce, bouillon cubes, onion, green chiles, chipotle pepper sauce, cumin, oregano, salt and pepper into slow cooker and cook on low for 7-8 hours, or until meat is very tender (you could also cook on high for 3-4 hours).
3. When beef is done (it will be very tender and flake off when stirred), turn oven on broil.
4. On an oven-proof plate or baking pan, lay out a tortilla. Place on tortilla about 1/2 cup of the meat, drained by using a slotted spoon, and a spoonful or two of beans. Roll into a burrito.
5. Pour some of the
6. remaining enchilada sauce from the slow cooker over the burrito to cover it and top with cheese.
6. Broil until cheese is bubbly, about 2-4 minutes. Makes 6-8 burritos, depending on how full you make them.





# “You Make a World of Difference”

GAEOP Professional Development Day

Thursday, June 10, 2021

Jefferson Junior High

5850 South 5600 West Kearns, Utah

7:00 am-4:00 pm

- 7:00 am      **Check In - Continental Breakfast**
- 8:00 am      **Flag Ceremony – Welcome**
- 8:30 am      **Keynote Presentation**
- 9:45 am      **Session 1**  
**Group Networking**
- 11:30 am     **Lunch**
- 12:40 pm     **Session 2**
- 1:50 pm      **Session 3**
- 3:00 pm      **Endnote Speaker**



## Keynote Speaker

Carrie Johnson serves on the Granite Education Foundation Board and her personal story is evidence that making a difference doesn't require a herculean effort. As a product of Granite schools, a parent of Granite students, and a proud graduate of Taylorsville High School, she is a fierce advocate for education. She has served in many capacities within our schools ranging from PTA president to board member on the Granite School District Board of Education. In addition to her volunteerism and philanthropic work, Carrie is an executive vice president at CHG Healthcare and has spent the past 21 years improving access to healthcare, largely in rural and underserved areas. Her leadership has contributed to her organization being recognized multiple times on **Fortune** magazine's "100 Best Companies to Work For" and being named one of the top five learning and development organizations in the world by **Training 125 magazine**. She is the recipient of several leadership and business awards including *Utah Business Top 30 Women to Watch* and the American Academy of Family Physician's *Distinguished and Meritorious Service Award*. Carrie received degrees in communication and business administration from the University of Utah. She and her husband, Ben, love living and serving in the Granite School District.



## Endnote Speaker

Michelle Porcelli is an author, educator, counselor, and TEDx speaker. She is a certified teacher, a school counselor, and is known as "The Resiliency Lady." She has written and instructed courses for BYU Independent Study and has been a presenter for the EFY program at Brigham Young University. Michelle teaches resilience, coping skills, and accountability for your mental health. She runs Hope Squads for two elementary schools and loves working with children. She believes the world would be a much kinder place if we would follow the examples of 2<sup>nd</sup> graders who show compassion, forgiveness, and unconditional love. She just became a grandma and loves to spoil her grandson, Max. She thinks her five children and one daughter-in-law are the best people in the world. However, her husband wins the trophy for being the most tolerant because he supports 'most' of her crazy business adventures. She loves chocolate chip cookies, Diet Dr. Pepper and most any type of homemade bread.

# Tips and Tricks - Improve/Sustain Good Mental Health Amidst COVID-19

Submitted by Jessica Inman, Pleasant Green Elementary, Newsletter Committee

Here are some tips that we hope will be helpful to maintain good mental health amidst the current pandemic and the new realities we are faced with at home and at work.

**Keep informed.** Listen to advice and recommendations from your national and local authorities. Focus your attention on trusted sources of information.

**Have a routine.** Keep up with daily routines as far as possible, or make new ones.

**Minimize news feeds.** Try to reduce how much you watch, read or listen to news that makes you feel anxious or distressed. Seek the latest information at specific times of the day, once or twice a day if needed.

**Social contact is important.** If your movements are restricted, keep in regular contact with people close to you by telephone and online channels.

**Alcohol and drug use.** Limit the amount of alcohol you drink or don't drink alcohol at all. Don't start drinking alcohol if you have not drunk alcohol before. Avoid using alcohol and drugs as a way of dealing with fear, anxiety, boredom, and social isolation.

**Screen time.** Be aware of how much time you spend in front of a screen every day. Make sure that you take regular breaks from on-screen activities.

**Video games.** While video games can be a way to relax, it can be tempting to spend much more time on them than usual when at home for long periods. Be sure to keep the right balance with off-line activities in your daily routine.

**Social media.** Use your social media accounts to promote positive and hopeful stories. Refrain from posting and/or avoid stories that cause discontent or anxiety.

**Help others.** If you are able to, offer support to people in your community who may need it, such as helping them with food shopping.

**Support health workers.** Take opportunities online or through your community to thank your country's health-care workers and all those working to respond to COVID-19.

**Don't Discriminate.** Fear is a normal reaction in situations of uncertainty. But sometimes fear is expressed in ways which are hurtful to other people. Remember: BE KIND.

*Source: World Health Organization - <https://www.who.int/campaigns/connecting-the-world-to-combat-coronavirus/healthyathome/healthyathome---mental-health>*

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## GCOP/PSP Recognitions

Submitted by Gayna Breeze, CEOE, PSP Chairman

### New Certificate Holders:

Advanced I Level

**Jaelyn Brunson**

*Preschool Services*

Advanced III/GCOP Level

**Jessica Inman**

*Pleasant Green Elementary*

Bachelor's Level

**Christine Gardner**

*Granite Park Jr. High*

**Emily Cebrowski**

*Transportation*

### Renewals:

**Kris Carlson**

**Wendy Cochran**

**Maren Erickson**

**Kelly Franz**

**Jean Gorringer**

**Lynne Graff**

**Ann Jones**

**Julene Maddocks**

**Karen Manning**

**Marcinda Mohr**

**Carol Niebuhr**

**Kim Ogden**

**Jill Rasmussen**

**Diane Roberts**

**Shauna Ross**

**Samantha Simister**

**GayLawn Starnes**

**Jennifer Vargo**

Cyprus High

Eisenhower Jr. High

Bonneville Jr. High

Cottonwood Elementary

Granite Peaks Learning Center

Whittier Elementary

YESS Program

Preschool

Skyline High

Support Services

YESS Program

Olympus High

Lake Ridge Elementary

Bridger Elementary

Special Education

Gourley Elementary

Payroll Office

Kennedy Jr. High

## Going the Extra Mile “GEM” Award

Submitted by Gayna Breeze, GAEOP Awards Co Chairman

### Congratulations - Deanne Jensen Bookkeeper - Bennion Jr. High



I have been very blessed to work with Deann Jensen. She is one that ALWAYS goes the extra mile. I know for a fact that there are many days she has left the building and is walking to her car when a parent stops her and asks if she can please go back into the school so they can get their child's homework. She smiles at them and replies yes, and returns to work.

I have really seen her go the extra mile with COVID. Our school has decided to put on the school play, even with COVID. She has come up with a way to pre-sell assigned auditorium seats so that we can still have the musical, and there will be a record for COVID tracing. I have seen first hand how much work this is, but she has greeted patrons with a smile and a kind word when they have come to purchase tickets ahead of time. I also know she has helped when we have had to swab all of the students involved in the musical for COVID test so that we don't have active cases that would cause a problem.

She is kind to the substitutes that show up to our school and offers to show them where they need to go if they have any questions and concerns. She has also kept an eye out on all of the faculty and has left small notes or gifts for teachers who may be under a little more stress than normal because of COVID. One day she overheard me talking to someone about how I like Junior Mints. After a very stressful week of trying to help many students be successful online, Deann presented me with a big box of Junior Mints that said "Thanks a Mint for all that you do." This made my day, and I know she has done this for many other faculty members here at school. The candy and sweet notes come from money out of her own pocket. I know she has even done this for students in our school who just need that little bit of extra care and thoughtfulness. She is truly an example to me of someone who tries to look out for the needs of others, to make others' lives a little easier, and someone who goes the "Extra Mile."

**Nominated by:**  
Anne Black,  
Teacher,  
Bennion Jr. High

**Pictured from left to right:**

Marianne Stevens,  
Deann Jensen,  
Anne Black



## Student Scholarship Recipients

Submitted by Celeste Bauer, GAEOP Scholarship Co Chairman

CONGRATULATIONS!



GAEOP has been fortunate to have an anonymous donor for additional student scholarships to be awarded. This year, we are able to award four "Believe and Achieve" Scholarships. These students were chosen by the donor, who recognizes them as working hard to reach their goals for continuing education. We are excited to award each of these students \$ 250.00.



Haylie Belliston  
Cyprus High



Helen Cervantes  
Clara Esparza  
Hunter High



Jocelyn Sanders  
Hunter High

## 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.

### April Nominees:

Heidi Bowles	Evergreen Jr. High
Kim Gilbert	Olympus High
Deann Jensen	Bennion Jr. High
Elvia Vazquez	West Kearns Elementary
Ty Whiting	Elk Run Elementary







# National Fun Days and GAEOP Member Birthdays

What fun day falls on your birthday?

<b>April</b>	<b>10 Siblings Day</b>	<b>17 Haiku Poetry Day</b>	<b>24 World Veterinary Day</b>
<b>1 Fun at Work Day</b>	<i>Alyssa Carraway Educational Technology</i>	<i>Gaylawn Starnes Payroll Office</i>	<b>25 DNA Day</b>
<b>2 Peanut Butter and Jelly Day</b>	<i>Carrie Divall Armstrong Academy</i>	<b>18 Pet Owners Day</b>	<i>Lafo Tonga Taylorsville High</i>
<b>3 Walk to Work Day</b>	<i>Keelee Powell Orchard Elementary</i>	<i>Teresa Hughes Calvin Smith Elementary</i>	<b>26 Pretzel Day</b>
<i>Deanne Hampson Eastwood Elementary</i>	<b>11 Submarine Day</b>	<b>19 Hanging Out Day</b>	<b>27 Babe Ruth Day</b>
<b>4 Vitamin C Day</b>	<b>12 Grilled Cheese Day</b>	<b>20 Look Alike Day</b>	<i>Kris Carlson Cyprus High</i>
<b>5 Read a Road Map Day</b>	<i>Jani Donio Kearns High</i>	<i>Jennifer Justesen Skyline High</i>	<b>28 Superhero Day</b>
<i>Lorna Allen West Kearns Elementary</i>	<b>13 Scrabble Day</b>	<b>21 Banana Day</b>	<b>29 Zipper Day</b>
<b>6 Sorry Charlie Day</b>	<i>Brittany Jolley Cyprus High</i>	<i>Gayna Breeze Planning &amp; Boundaries</i>	<b>30 Honesty Day</b>
<b>7 No Housework Day</b>	<i>Susan White Cyprus High</i>	<i>Beverly Fairclough Monroe Elementary</i>	<i>Gail Dawson Curriculum &amp; Instruction</i>
<i>Marie Tomlinson Bacchus Elementary</i>	<b>14 Moment of Laughter Day</b>	<b>22 Jelly Bean Day</b>	
<b>8 Draw a Bird Day</b>	<b>15 High Five Day</b>	<i>Cassie Daley Hillside Elementary</i>	
<b>9 Unicorn Day</b>	<i>Linda Rodriguez Cottonwood High</i>	<i>Amy Hendrickson Special Education</i>	
<i>Debbie Allen Prevention and Student Placement</i>	<b>16 Wear Pajamas to Work Day</b>	<b>23 Movie Theater Day</b>	
<i>Melody Fisher Granger High</i>	<i>Leslie George Curriculum &amp; Instruction</i>	<i>Kimberly Gilbert Olympus High</i>	
	<i>Christine Margetts Rosecrest Elementary</i>		



## Administrative Professional Week

Submitted by Teresa Himmelberger, CEOE, GAEOP Newsletter Editor

Administrative Professionals Week (APW) is dedicated to secretaries and administrative professionals in recognition of their contributions toward business and industries. Administrative Professionals Day highlights the important role of administrative professionals in all sectors of the modern economy worldwide.

Administrative Professionals Week (APW) was established by the International Association of Administrative Professionals (IAAP) and has been observed worldwide since 1952 as a way for businesses to recognize administrative support staff for their workplace contributions, to encourage professional growth and to promote the office/administrative career as a profession.

In 1965, the observance date of National Secretaries Week was moved to the last full week of April. The event name was changed to Professionals Secretaries Week in 1981 and changed to Administrative Professionals Week (APW) in 2000 to keep pace with changing job titles and expanding responsibilities of the administrative workforce. The intervening Wednesday is designated as Administrative Professionals Day. Source: <http://asap-ap.org/administrative-professionals-week/>







“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:

**Teresa Himmelberger**

Payroll Office  
(385) 646-4311

[thimmelberger@graniteschools.org](mailto:thimmelberger@graniteschools.org)

**Jessica Inman**

Newsletter Committee  
Pleasant Green Elementary

[jminman@graniteschools.org](mailto:jminman@graniteschools.org)

We reserve the right to accept, edit, or reject any material submitted.

The deadline for contributing materials is the 20<sup>th</sup> 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](http://www.gaeop.weebly.com)

Granite School District  
2500 S State Street

## 2020-2021 GAEOP Board Members

**President**

**Teresa Himmelberger, CEOE**

Payroll Office  
385-646-4311

[thimmelberger@graniteschools.org](mailto:thimmelberger@graniteschools.org)

**President Elect**

**Julianne Hamblin, CEOE**

Fox Hills Elementary  
385-646-4828

[jhamblin@graniteschools.org](mailto:jhamblin@graniteschools.org)

**Secretary**

**Kathie Woodruff**

Jefferson Jr. High  
385-646-3450

[klwoodruff@graniteschools.org](mailto:klwoodruff@graniteschools.org)

**Treasurer**

**Sheyla Holt**

Bates Food Services Center  
385-646-4105

[sholt2@graniteschools.org](mailto:sholt2@graniteschools.org)

**Historian**

**Jackie Hale**

Oakridge Elementary  
385-646-4936

[jhhale@graniteschools.org](mailto:jhhale@graniteschools.org)

**Membership Chair**

**Brooke Obroy**

School Boundaries  
385-646-4409

[baobray@graniteschools.org](mailto:baobray@graniteschools.org)

**Administrative Representative**

**Gayna Breeze, CEOE**

Planning & Boundaries  
385-646-4409

[gbreeze@graniteschools.org](mailto:gbreeze@graniteschools.org)

**Executive Representative**

**Carol Berlin**

Student Learning  
385-646-4513

[clberlin@graniteschools.org](mailto:clberlin@graniteschools.org)

**Elementary Representative - East**

**Kelly Franz**

Cottonwood Elementary  
385-646-4798

[kfranz@graniteschools.org](mailto:kfranz@graniteschools.org)

**Elementary Representative - West**

**Bonnie Seastrand**

Truman Elementary  
385-646-5044

[bseastrand@graniteschools.org](mailto:bseastrand@graniteschools.org)

**High School Representative**

**Celeste Bauer**

Hunter High  
385-646-5363

[cbauer@graniteschools.org](mailto:cbauer@graniteschools.org)

**Jr. High Representative**

**Cindy McCleve**

Matheson Jr. High  
385-646-5290

[cmccleve@graniteschools.org](mailto:cmccleve@graniteschools.org)

**Part Time Representative**

**Carol Seastrand**

Skyline High  
385-646-5420

[cseastrand@graniteschools.org](mailto:cseastrand@graniteschools.org)

## 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.