



Mission Statement

The purpose of the Granite Association of Educational Office Professionals shall be to provide personal and professional growth, leadership, and service opportunities to all educational office professionals; to provide quality training; to provide continuous study of the challenges facing educational office professionals; to recognize achievements; and to foster good fellowship.

GAEOP is an affiliate of the Utah Association of Educational Office Professionals and the National Association of Educational Office Professionals



Teresa Himmelberger
GAEOP President

Teresa's Tidbits

WELCOME BACK! It is great to have all the office professionals back in the office, I hope that your first week of school has gone well. Recently, there have been a few changes and as office professionals you have stepped up and adapted. Your positive outlook and willingness to keep your offices running smoothly makes you a true office professional. As I have had the opportunity to visit with some of you over the past couple of months, I am grateful for your suggestions, ideas and support! You truly are the heart of Granite District!

As GAEOP President, one of my goals this year is to keep the lines of communication open with the office professionals. I will send important information via email. Contract secretaries, remind the hourly secretaries at your location to check their email. Please contact me if you have any questions or concerns. I am just an email or phone call away.

I am fortunate to have a great group of ladies serving on the Board this year. During the summer, they have been diligently working to plan a great year of inservices, service projects, socials and a recognition banquet, just to name a few. Watch for information about these events in future issues of "The LINK". Here are a few noteworthy items:

- Darla Williams, GAEOP Secretary, has already started sending out GAEOP member birthday gifts ~ I hope you will enjoy the gift as much as we have.
- The first in-service for the year will be on September 18th, see information on page 5.
- A "GAEOP Treasures" fundraiser will be held October 12th, more information can be found on page 4.
- Planning for our Fall Social is under way! Make sure to "Save the Date" - October 23rd. Cris Brimley, Jr. High Board Member, will chair this event. More information can be found on page 8. I would love to see you all there! It will be a great opportunity to visit with other office professionals and celebrate Halloween.
- Ashley Beesley, Membership Chair, has been working all summer to distribute the membership information to all of the office professionals. Membership is only \$15 a year and it is a great way to be involved in GAEOP. If you need a membership brochure, contact Ashley at albeesley@graniteschools.org.

In June, the meet and confer process was conducted with the administration. The following changes were approved for the coming year:

- ◆ Vacation for the 1st -5th year contract secretaries has been increased to 1 full day (8 hours) a month (previously 6.72 hours a month).
- ◆ A one-time bonus of **4%** of the annual salary for **all contract** secretarial employees, to be disbursed in December 2014.
- ◆ Sick leave incentive payout upon retirement is at 30% (previously 25%).
- ◆ The secretary handbook has been updated. A revised copy can be found at gaeop.weebly.com.

I will continue to work with the administration to schedule work sessions and will let you know when those are complete. I look forward to this year and all the exciting things that are happening in GAEOP!

*Teresa Himmelberger ~ GAEOP President
Together...We Can Sail On!*

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*Smile and Laugh
with a healthy
dose of
Humor.*





In the
Spotlight

Meet the new Resource Development Team Working with Title I

Submitted by: Elaine Wright, Administrative Board Member

Sandra Riches, Director's Secretary



I am Director Mitch Nerdin's Administrative Secretary. I came from Cottonwood High School where I was the principal's secretary for 4 1/2 years. Previous to that I was the registrar at Kearns High School for eight years. I also worked part time for 12 years at various elementary schools. I've been married to my wonderful husband for almost 37 years. We have five children, seven grandchildren and another one on the way. I have lived in New Mexico, Colorado, California, and Utah. I love to fly and have flown airplanes by myself, but in order to get my pilot's license I still need to do a cross country flight. I enjoy making cards, crocheting and sewing. My computer skills are good, but I love learning new things and hope to always stay current with technology.

Jana Klein, Accounting Technician



I am the new Resource Development Accounting Technician working with Title I plans and budgets. I am excited for this new opportunity and the great people I get to work with. For the past six years I worked in the Communications Office as Ben Horsley's secretary, where I was able to work with many office professionals. I have also worked in Secondary Special Education and as a secretary at Jim Bridger and Plymouth elementary schools. I reside in Taylorsville and have four terrific children, three of whom are married. I love spending time with my family! I have four grandchildren, with two more granddaughters coming in the next four weeks. I enjoy reading, crafting, and being outdoors. If I could, I would spend a lot more time traveling. I am always up to seeing new places, and exploring new cultures. I am looking forward to this new school year and all the things I will learn.

Tips & Tricks - Writing

Information from Office Manager Today

Improve your writing and get to the point with the Hemingway app (www.hemingwayapp.com). The app contains an algorithm that helps you mimic Ernest Hemingway's sparse writing style to make the words you use in an email or document concise.



Write it right: Be careful with these tricky words.

- **Elicit/illicit.** "Elicit" means to draw a response, while "illicit" means forbidden by laws or custom.
- **Alternately/alternatively.** The former means by taking turns; the latter means having more than one option.
- **Refute/rebut.** To refute is to disprove something, while to rebut is to disagree. In a debate, the participants are given time for a rebuttal, not a refutation.
- **Farther/further.** "Farther" refers to distance, while "further" refers to time.
- **Alright/all right.** The proper spelling is "all right."
- **Uninterested/disinterested.** The former means not interested at all; the latter means neutral.
- **Who's/whose.** "Who's" is a contraction of "who is." Reread your sentence: if "who is" doesn't make sense in it, then the word you're looking for is "whose."
- **Than/then.** Use "than" when making comparisons ("Results are better than this quarter last year"). "Then" is used to express a conclusion.



Do you want to recognize a colleague for a recent accomplishment? Honor a fellow office professional for a recognition?

Thank a friend for helping you on a project?

We want to hear from you so that we can let everyone know that Granite School District Office Professionals are awesome!

Please send kudos to Danielle Kitchen at

dfkitchen@graniteschools.org

NAEOP Conference Highlights

submitted by Teresa Himmelberger, GAEOP President

I recently had the opportunity to attend the NAEOP (National Association of Educational Office Professionals) conference in Portland, Oregon. It was a four day conference with 1½ hour briefings/workshops that included...Feedback Communications, Leadership Essentials, Ultimate Educational Office Professional, Parliamentary Procedures...just to name a few. Opening ceremonies began with a flag ceremony and introductions from all the states with NAEOP affiliate associations. There were approximately 340 people in attendance, 60 from South Carolina alone! The friendships that are formed and camaraderie with other states is an awesome sight. Twelve ladies from Utah attended the conference, six of whom were from Granite District.



Top I-r: Dixie Sperry (retired), Pat Thompson (Granite), Marlene Wilson (Rich), Kari Parry (Granite).

Middle I-r: Teresa Himmelberger (Granite - GAEOP President), Vicki Coon (Canyons - UAEOP President), Karla Allen (Rich)

Bottom I-r: Sherry Wilson (Granite), Mary Meyers (Granite), Arlene Brewer (Ogden)

Not Pictured: Paula Bosgeiter & Annette Hancock (Ogden)



2014 NAEOP Advisory Council Pages

I also had the opportunity to serve as a delegate for the Advisory Council and as Page (distributing voting cards, ballots and collecting voting ballots, etc.) during the NAEOP Business Meeting. Now, I will be the first one to admit that I do not like politics, but the Advisory Council is organized for a very specific reason. As the affiliates presented issues to the Advisory Council, I enjoyed listening to the discussions that took place - I felt like I was in a courtroom (my secret love). It was one of the many highlights of my time there. The Advisory Council process gives NAEOP members the

opportunity to have a voice. One of the motions that was brought to the Advisory Council was regarding a fee change for affiliates. Out of all the motions presented, this was the one I was most passionate about and luckily (or not for those that had to hear me



Mary Meyers served as the 2014 NAEOP Advisory Council Chair.

voice my opinion) I was in that group for discussion. I immediately asked why the affiliate thought it was appropriate to double the affiliation dues and increase the dues for the number of affiliate members when several affiliations are struggling to stay intact. My comment stirred up a lot of discussion and more questions. Ultimately, the group proposed to only raise the affiliation dues by \$10 per year and not increase dues based on number of members. The motion went to the delegates and was unanimously passed. The affiliation dues help with expenses to run the National office. Now, you may ask how this affects us as GAEOP members. If you read on page 1 of the GAEOP member bylaws, it explains that as an association, in order to

affiliate with NAEOP, we will pay a minimal affiliation fee (was \$25, now will be \$35 plus a small amount per member). It is important for GAEOP to pay these dues so that we have the opportunity to attend the annual conference, as well as other member benefits. You have an opportunity to earn 30+ in-service hours to put towards your GCOP or PSP just for attending the NAEOP conference each year. The conference is a great experience and is time well spent.

On Wednesday night, a PSP banquet was held to honor those office professionals that work so diligently to excel in their jobs by earning their PSP certificate. During the Installation banquet on Thursday evening, the NAEOP 2014-2015 Executive Board was installed. President Napolitano's theme is "Navigate Your Way to Success". These ladies willingly give of their time to keep the office professional organization running.

My time at the conference gave me the opportunity to meet some great women from Washington, South Carolina and New York that I will happily continue to network with. I encourage you to take any opportunity to *broaden your horizons...* locally (GAEOP), state (UAEOP) and nationally (NAEOP). Mark your calendar for the next NAEOP conference held July 22-25, 2015 in Buffalo, New York - near Niagara Falls. You won't want to miss out on this great experience. If you would like more information about NAEOP, visit NAEOP.org.



2014 NAEOP Advisory Council



2014 NAEOP General Session flag ceremony.

GAEOP PDD Highlights

submitted by Kari Parry, GAEOP Vice President

On June 11, 2014, the annual GAEOP Professional Development Day was held. Each year, this event is organized by GAEOP and sponsored by Granite School District. Over 300 office professionals attended classes such as iPad Fundamentals, Secrets of Happiness at Work, Writing, Grammar & Proofreading and S.O.S-Surviving Leave Options and they left with some great information. Our keynote speaker, Dave Vande Veegaete, inspired the office professionals with a wonderful presentation entitled "Rising Tides, Raise all Ships". I believe everyone had a great time learning new things. A special thanks to the GEC custodial and café staff who always provide great service. I also want to thank the administration for their support. They are always willing to be a part of PDD, making this and other trainings possible.



Also during June, we kicked off the GAEOP membership drive. Currently, we have over 200 members and would love to see that number continue to climb. This is your chance to have a voice and belong to a great association. I encourage you to take every opportunity to further your educational growth, either through a GAEOP inservice or higher education. It will make you a more effective and valuable office professional. **TOGETHER...WE CAN SAIL ON!**



GAEOP Treasures Rummage Sale

Friday, October 12th

3:30-5:30 pm

(while supplies last)

Taylorville High School ~
Commons Area



Find some treasures for your teachers, office staff or aides, party items, and maybe even a Christmas gift or two!

Fresh Start

submitted by Carol Berlin, Executive Representative

Years ago I was working at a health insurance company. I was the secretary for the claims department. Most of the other employees in the department were claims processors or supervisors. During busy times, we were allowed to work on Saturdays to get caught up. One Saturday I was in the office with a couple of processors. These two particular employees were up and coming in the department and a lot of other employees felt like these two were stepping on everyone's toes. As I talked to them, they mentioned how they planned on being successful and becoming supervisors and establishing a career with the company. I asked one of them why he thought he was doing so well in his job. His response (and it has stayed with me for many years) was basically this: "*Some people only do what they have to.*"



I have thought of that statement often over the last ten plus years. I know there are times when I have "*only done what I had to do.*" I once said to a friend that I was in a rut, and it was a comfortable rut, so why would I try to get out of it?

Ruts can be very comfortable...

About a year ago, my former supervisor, Tom Given, told me it was time for me to get ready to move ahead in my career. I was very comfortable in my job at Transportation. He encouraged me to get my resume updated, to practice interviewing skills and to look for job opportunities. He pretty much kicked me out of my Transportation rut. There must have been a part of me that knew he was correct, because I began the process. This past December I interviewed for a job, but wasn't chosen for the position. I went back to Transportation and thought about the job I had. I was so grateful that I still had time to enjoy the people I worked with and to get my files organized; I wanted to show Tom that he was fortunate to have me as his secretary. :) A few months ago, I applied for another position and now I am working in Teaching and Learning Services. Grateful, worried, excited, nervous. Adjectives that make it difficult to create ruts in this new path.

What creates a fresh start? A new school year? A new batch of students coming through the door? A new job? A change in a relationship? A change in health?

This past fall I attended the NAEOP Institute held in Salt Lake City at the GEC. I left the conference motivated, ready to work hard and *to do more than I had to do* in my job at Transportation. For me, that was a fresh start. Another fresh start in my life occurred last spring when my dad was diagnosed with dementia. As I've learned about this illness and seen the impact it is having on my mom and my family, I have been motivated to make several changes in my personal life.

We can all create a fresh start any time we want. Sometimes we need motivation and sometimes we just need to want a fresh start. The new school year is a great time to evaluate, motivate and start fresh. There is so much to do at the beginning of a new school year; it can be overwhelming and daunting, but it can also be exciting, motivating and rewarding. Let's all try *to do more than we have to* as we serve the students and patrons in our school communities. The reward is more than promotions and success in our careers. Being motivated and enthusiastic allows us to enjoy all the different aspects of our life and that is truly what fresh starts are all about.

GAEOP Inservice for All Office Professionals



"Bark Less, Wag More"

Presented by: Tim Frost and Annette Brinkman

Join us for a fun look at your communication style and some great ways to make the work place more enjoyable for you and others.

Thursday, September 18, 2014

GEC - Auditorium A

9:30 - 10:30 am *or* 1:30 - 2:30 pm

You only need to attend one session

No sign up needed

1 hour of PSP/GCOP credit

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



- Kelly Fowler - August 2**
CTE/GTI
- Nancy Carter - August 3**
Special Ed
- Vanessa Park - August 3**
Accounting
- Nina Lemon - August 5**
Taylorville High
- Suzanne Vanisi - August 6**
Lake Ridge Elementary
- Arlene Hinich - August 7**
Comp Guidance & Counseling
- Maren Erickson - August 8**
Bonneville Jr. High
- Jolene Nelson - August 9**
Cyprus High
- Stephanie Garahana - August 12**
Kearns Jr. High
- Victoria Hardcastle - August 12**
Rolling Meadows Elementary
- Karen Phillips - August 12**
Human Resources
- Kris Ard - August 13**
Community Education
- Courtney Huish - August 17**
Information Systems
- Susan Law - August 17**
Elk Run Elementary
- Oliana Pulou - August 23**
Academy Park Elementary
- Jolene Ellertson - August 24**
Educational Technology
- Debra Larsen - August 24**
Oakwood Elementary

- Sharlene Mageras - August 24**
Lake Ridge Elementary
- Shirley Ayrton - August 27**
Curriculum
- Jana Varney - August 27**
Taylorville High
- Caryn Martin - August 28**
Purchasing
- Gay Lynn Osness - August 30**
Bennion Jr. High
- Jean Gorringer - September 2**
Granite Peaks Learning Center
- Judy Brooks - September 3**
Granite Peaks Learning Center
- Kathleen Cartwright - September 3**
Westbrook Elementary
- Caren Thomas - September 4**
Hunter High
- Toni Ipson - September 5**
Western Hills Elementary
- Tina Madsen - September 5**
Valley Jr. High
- Erin Wright - September 6**
Student Assessment
- Stephanie Rees - September 10**
Diamond Ridge Elementary
- Vanessa Tuckett - September 12**
Granite Education Foundation
- Laura Purrington - September 13**
Kearns High

- Bonese Snarr - September 14**
Wasatch Jr. High
- Kathy Ellis - September 17**
Human Resources
- Sheyla Holt - September 17**
West Valley Elementary
- Catherine Middlemiss - September 18**
YESS
- Heidi Brooks - September 20**
Accounting
- Milena Pehar - September 21**
Lincoln Elementary
- Tracy Atkin - September 22**
Boundaries
- Kathy Withers - September 22**
Taylorville High
- Helene Byington - September 24**
YESS
- Trinidee Marchant - September 24**
Granite Peaks
- Rachel Morton - September 26**
Olympus High
- Michelle Jensen - September 28**
Spring Lane Elementary
- JoAnn Monroe - September 30**
School Accountability Services

Each month a recipe will be featured from one of the GAEOP cookbooks.



Annette's Killer Caramel Brownies

~submitted by Merilynn Boekweg, Business Services

- 1 pkg. German Chocolate Cake Mix
- 2/3 C. Canned Milk
- 1 lb. Kraft Caramels
- 1 pkg. Milk Chocolate Chips
- 1/2 C. butter (the real stuff—not margarine)

Add melted butter and 1/3 C. canned milk to cake mix. It will be thick and sticky. Press 1/2 of cake mixture into 9x13 pan that has been well greased. Melt caramels with 1/3 C. canned milk and pour over cake mixture in pan. Sprinkle bag of chocolate chips over caramel. With remaining cake mix, flatten in hands and lay over top of chocolate chips, making kind of a puzzle covered top. Bake at 350 for 20 minutes. Do not over bake. Cover with a towel and let sit for at least 4 hours, better if left overnight.



Is Your Name on the List?

The following is a list of current GAEOP members. If your name is on the list, thank you for being a member of GAEOP. If you think it should be or you want it to be, please contact us, we'd love to have you join us.



Debbie	Allen	Ashley	Dansie	Nancy	Jensen	Oliana	Pulou
Lorna	Allen	Gail	Dawson	Arlene	Johnson	Laura	Purrington
Christy	Anderson (Rasmussen)	Michelle	Dean-Jackman	Kristy	Johnson	Linda	Quinn
Janet	Arakaki-Moulton	Kathy	Delli	Jennifer	Justesen	Jill	Rasmussen
Kristine	Ard	Kim	Dixon	Angela	Kenner	Stephanie	Rees
Kathy	Arishita	Cyndie	Dotson	Danielle	Kitchen	Cleo	Reid
Norma	Asplund	Sherri	Duckworth	Sabrena	Koehler	Janice	Richardson
Dorothy	Astin	Mary	Duersch	Betty	Kresser	Sandra	Riches
Tracy	Atkin	Claudia	Edvalson	Debra	Larsen	Diane	Roberts
Laurie	Atkins	Rose	Elkins	Susan	Law	Kathy	Roos
Julena	Averett	Jolene	Ellertson	Breanna	Lay	Shauna	Ross
Shirley	Ayrton	Kathy	Ellis	Nina	Lemon	Julie	Sandoval
Kathy	Bailey	Maren	Erickson	Leisl	Leystra	Tanya	Sargent
Kristina	Barr	Teresa	Evans	Linda	Liebmann	Irene	Schiers
Celeste	Bauer	Beverly	Fairclough	Donna	Love	Kennie	Schlappi
Randi	Beagley	Arlene	Fors	Dena	Loveless	LuAnn	Schroeder
Ashley	Beesley	Michelle	Foster	Colleen	Lynch	Susan	Seals
Carol	Berlin	Diane	Fowler	Tina	Madsen	Luann	Simonsen
Dawn	Binyon	Kelly	Fowler	Sharlene	Mageras	Bonese	Snarr
Cathy	Bird	Amy	Fromm	Sandy	Mamales	Gaylawn	Starnes
Merilynn	Boekweg	Barbara	Fullmer	Trinidee	Marchant	Linda	Stevenson
Camille	Bolman	Stephanie	Garahana	Christy	Margetts	Alesha	Stutz
Karen	Bowden	Joni	Garett	Caryn	Martin	Lana	Sutton
Cheryl	Boynton	Lesile	George	Debra	Martin	Dixie	Swiatocha
Gayna	Breeze	Marilee	Gibbs	Lynette	Mayhew	Lafo	Tauanu'u
Sally	Breinholt	Virginia	Glaittli	Cindy	McCleve	Shirlene	Teigen
Cristine	Brimley	Judy	Godoy	Tennille	McCleve-Mendez	Caren	Thomas
Heidi	Brooks	Stormy	Goeckeritz	Diane	Metzler	Linda	Thompson
Judy	Brooks	Kathy	Goodfellow	Mary	Meyers	Patricia	Thompson
Tawni	Brown	Jean	Gorringe	Catherine	Middlemiss	Darla	Tolman
Vickie	Burrow	Cathy	Gray	Julie	Miera	Marie	Tomlinson
Stacy	Bushell	Maria	Guevara	Diana	Miller	Amy	Torres
Helene	Byington	Jodi	Halaesua	JoAnn	Monroe	Vanessa	Tuckett
Lesa	Campbell	Jaquelin	Hale	Rachel	Morton	Lisa	Turner
Jesie	Canning	Julianne	Hamblin	Jolene	Nelson	Suzanne	Vanisi
Marcia	Cannon	Victoria	Hardcastle	Marie	Orton	Jennifer	Vargo
Kris	Carlson	Karen	Harrison	Gay Lynn	Osness	Jana	Varney
LaRene	Carlson	Patti	Haws	Michelle	Ostmark	Cindy	Venz
Nancy	Carter	Nancy	Heckenliable	Carla	Park	Susan	White
Kathleen	Cartwright	Leanne	Helbling	Vanessa	Park	Anita	Williams
Virginia	Cervantes	Teresa	Himmelberger	Kari	Parry	Darla	Williams
Sharon	Chaus	JaNan	Himmer	Debbie	Paul	Arlee	Willits
Julie	Christensen	Arlene	Hinich	Tammy	Pearce	Sherry	Wilson
Susan	Cline	Sheyla	Holt	Jamey	Pease	Ashley	Winkel-Kotter
Shawwna	Cluff	Mary	Horne	Milena	Pehar	Erin	Winkler
Wendy	Cochran	Courtney	Huish	Angie	Pester	Kathy	Withers
Julie	Cowley	Barbara	Hunter	Andrea	Petty	Kathie	Woodruff
LaVerne	Crocker	Toni	Ipson	Karen	Phillips	Elaine	Wright
Sandra	Crosby	Jenny	Jackson	Jo	Potter	Erin	Wright
Sarah	Crossland	Deann	Jensen	Audrey	Price	Doreen	Yates
Brenda	Dahle	Michelle	Jensen	Traci	Pritchett	Michele	Yeates

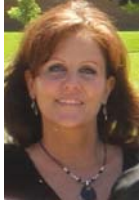


Our thoughts are with those that have lost loved ones or who are recovering from illness.

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

Meet your GAEOP Crew

Teresa Himmelberger - GAEOP President



I have worked for the Granite School District for 17 years, all but 6 months of that has been in the Payroll Office. I am married to the love of my life, Gordon and have two awesome children, Brandy (26) and Tyler (19). I love the outdoors, scrapbooking, taking care of my yard and house, and best of all spending time with my husband and kids.

Come sail with us into a new year of GAEOP...Together we can make a difference.



Kari Parry - GAEOP Vice President



I have served on the GAEOP Board for 5 years, four years as the Membership Chair and this year as Vice President and have loved getting to know the secretaries in both the schools and district offices. I have really enjoyed my involvement in GAEOP, the insights and rewards are very beneficial. This is my 15th year as a contract secretary, I worked at Plymouth Elementary as the Principal's Secretary and I am currently the Principal's Secretary at Taylorsville High School. Before that time I worked at the Jones Center as an hourly secretary and at Bennion Elementary as a lunchroom supervisor. I have been married to my husband, Gene, for 28 years and we have two wonderful children, Zach and Sami. I encourage all secretaries to join GAEOP.....it is your voice!

Darla Williams - GAEOP Secretary



I have worked for Granite School District for 22 years! I started at Valley Crest Elementary, back in the dark ages, as a playground Aide. After a year, I moved to Fox Hills where I worked as a lunch clerk for 2 years. But, for the past 19 years, my home away from home has been Hunter Elementary, where I started out as the lunch clerk and moved up to Principal's Secretary. I love my job, and the wonderful people I get to work with, whom I admire and love. I have been married to my wonderful husband, Kirk, for 32 years. I am the proud mom of Kraig and Darci and their spouses, Tessa and Kris. I am very excited to be a first time grandma in September! My husband and I made a New Year's Resolution to have more fun...and we are trying! We love going on weekend adventures, mostly four-wheeling. I am looking forward to a fun year working with the great ladies of GAEOP!

Kathy Roos - GAEOP Treasurer



Hello. I am the newbie on this Granite block. I started with the district 7 years ago when the GTI was brand new. This is my second year serving on the GAEOP Board and I have loved every minute of it. Thirty one years ago, I married my best friend, Ted, and his four beautiful children (Daniel, Ben, Rebekah and Rachel). Together we have three children (Kati, Emily and Riley). We have 13 grandchildren and one more on the way in February. There is never a dull moment at the Roos family dinners. We just purchased a second home in Garden City, Utah (Bear Lake) and we are spending every extra minute fixing it up. I have a confession to make, for the first five years here at Granite I did not know what GAEOP was all about and then I got involved. Please step out of your box and see what GAEOP is about and what it can do for you. You will make lasting friendships and you won't be disappointed.

Dates & Deadlines:

September 1, 2014	Labor Day Recess
September 2, 2014	GSD Board Meeting - 7:00 pm
September 10, 2014	GAEOP Board Meeting
September 11, 2014	GAEOP Advisory Meeting
September 15, 2014	PSP Filing Date
September 18, 2014	GAEOP Inservice (see page 5)
September 20, 2014	LINK, October Issue Articles Due
September 22 & 23, 2014	Junior High PT Conferences
September 23 & 24, 2014	Elementary SEP Conferences
September 24 & 25, 2014	Senior High PT Conferences
September 26, 2014	Comp Day for PT/SEP Conferences
March 13-14, 2015	UAEOP Annual Conference, Salt Lake City
June 10, 2015	GAEOP Professional Development Day Location TBA
July 22-25, 2015	NAEOP 81 st Annual Conference & Institute, Buffalo, New York

SAVE THE DATE

GAEOP FALL SOCIAL
THURSDAY, OCTOBER 23RD
5:30 PM



Next Article
Deadline:
September
20th

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

Danielle Kitchen

School Accountability Services
385-646-4525
dfkitchen@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

TOGETHER WE CAN.....



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

Visit Our Website

www.gaeop.weebly.com

Granite School District
2500 S State Street
Salt Lake City UT 84115

2014-2015 GAEOP Board Members

President - Teresa Himmelberger
Advisory, Meet and Confer
Payroll Office
385-646-4311
tdhimmelberger@graniteschools.org

Vice President - Kari Parry
Nominations/Elections
Taylorsville High
385-646-6903
kmparry@graniteschools.org

Secretary - Darla Williams
Birthdays, Well Wishes
Hunter Elementary
385-646-4876
dlwilliams@graniteschools.org

Treasurer - Kathryn Roos
Finance
Granite Technical Institute
385-646-4340
kgroos@graniteschools.org

Historian - Cindy McCleve
In-services
Matheson Jr. High
385-646-5290
ccmcclve@graniteschools.org

Membership - Ashley Beesley
PSP/GCOP
Staff Development
385-646-4605
abeesley@graniteschools.org

Part Time Board Member - Marie Orton
Facebook
Curriculum & Instruction
385-646-6042
morton@graniteschools.org

Elementary Board Member - East Leanne Helbling
Office Professional Week
Crestview Elementary
385-646-4804
ldhelbling@graniteschools.org

Elementary Board Member - West Stephanie Rees
Ways and Means, Weebly
Diamond Ridge Elementary
385-646-4858
srees@graniteschools.org

Junior High Board Member Cristine Brimley
Fall Social
Churchill Jr. High
385-646-5144
ccbrimley@graniteschools.org

Senior High Board Member Karen Bowden
Evening of Recognition Dinner
West Lake Jr. High
385-646-5254
kdbowden@graniteschools.org

Administrative Board Member Elaine Wright
Office Professional Week
School Accountability Services
385-646-4535
ewright@graniteschools.org

Executive Board Member Carol Berlin
Scholarships and Awards
Teaching & Learning
385-646-4513
clberlin@graniteschools.org

2014-2015 Advisory Committee

Don Adams - Assistant Superintendent, Support Services
Donnette McNeill-Waters - Human Resources
Verneita Hunt - Human Resources
Jane Lindsay - School Accountability Services
Emme Liddell - Taylorsville High School
Tina West - Rosecrest Elementary School
Teresa Himmelberger - Payroll Office
Kari Parry - Taylorsville High School
Karen Bowden - West Lake Jr. High School
Darla Williams - Hunter Elementary School
Elaine Wright - School Accountability Services

The advisory committee meets the 2nd Thursday of each month to discuss issues concerning the Granite School District office professionals.