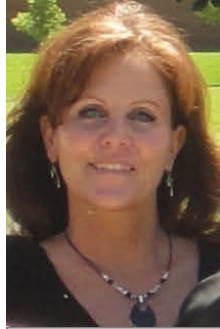




Mission Statement

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

What is an Association? It is a group of individuals that come together for a common purpose. GAEOP was established in 1952, with a small group of three secretaries. Over the years we have continued to grow, and I am proud to say that to date we have 290 dedicated members.

The GAEOP Executive Board has done a great job of going through the bylaws to update items due to the ever changing times. Recently, we asked you as members of the association to look over these same proposed changes. Thank you for taking the time to give input and vote. I will send out an email with the results of the vote and a final draft of the bylaws.

As we approach springtime, it can only mean that GAEOP elections are around the corner. On page 4 you will find information about the positions that are open and the specific responsibilities.

If you spoke with any of the current or past Executive Board Members, I am sure they would tell you it is an enlightening and educational experience to serve on the board. I encourage all GAEOP members to be involved. If you can't serve on the Executive Board, then be willing to serve on a committee and attend trainings to support the association. I want to thank each of the GAEOP members for your continued support. Without you, we would not have an Executive Board to act on your behalf. If you have not yet made that leap into GAEOP membership, come aboard and be a part of something great.

- We will wrap up the final 30 hours of trainings during February and March. See page 6 to find out what and when classes will be held.
- The UAEOP Conference will be held at the GEC on Saturday, March 12th. This is a great opportunity to network with other office professionals from around the state, gain knowledge and receive in-service hours towards your PSP or GCOP certification. See page 5 for more information.
- Check out page 7 for information about the Winona Fullmer (Office Professional) Scholarship. Watch for more information from Karen Bowden, Sr. High representative and scholarship chairperson. Her committee will read and score the applications and select a recipient. This is a \$250.00 scholarship that can be used for continuing your education. You must have been an active GAEOP member for 3 years to qualify. The criteria and application can be found on the GAEOP website gaeop.weebly.com.
- The nomination deadline for the Extra Mile Award is Wednesday, April 20th. Everyone who received this award during the year will be honored at Professional Development Day in June. Be sure to get your nominations sent to Amy Torres, Kearns Jr., to recognize a deserving office professional who goes above and beyond.
- Planning for the GAEOP annual Professional Development Day is underway. Another great day will go down in the books. **Save the date, Thursday, June 2nd, at Granger High.** The theme is *"Surf the Wave to a Positively Charged Life"*. You won't want to miss it.

How fitting that this month is heart health month! Take care of yourself, your family and friends. Make sure you take the time to tell your loved ones how much you love them! Valentine's Day should not be limited to just your sweetheart.

Thanks for all you do every day!

*Teresa Himmelberger, GCOP
GAEOP President*

"To be part of something great,
there's no better feeling."
~ John Capel

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Curriculum & Instructional Services Secretaries

submitted by Diana Pennington, Administration Board Member

Shirley Ayrton

I started with Granite School District in 1985 where I worked in Community Ed as a gymnastics and calligraphy instructor, Youth in Custody (YESS) Program as a tracker, and the Even Start Program as a secretary. I left the district to attend SLCC where I earned an Associate Degree. After that, I worked for Jordan School District as a playground aide, lunch room duty, classroom aide, and front office secretary. I returned to Granite full time in 2005 where I worked in the Curriculum Department as a department secretary for the music, fine arts, media, and social studies specialists. I moved to the Professional Learning/Educator Support Department where I continued working as a secretary before returning to the Curriculum and Instruction Department where I currently work as an administrative assistant to the director, Mary Alice Rudelich.



Pictured left to right; Gail Dawson, Courtney Williams, Sandi Crosby, Shirley Ayrton and Leslie George.

My husband and I have been married almost 38 years and enjoy riding bikes and taking long walks together. We have 6 children and 6 grandchildren and love spending time with family and friends. I also enjoy the outdoors, sunrise and sunsets, traveling, shopping, listening to calm music, and bubble baths.

Sandi Crosby

I started working part-time for Granite School District at Granger High School in the counseling center and was there for 17 years. We moved out of state for 2 years and when I came back I went to work at Granite High as the media center secretary. When Granite High closed, I was transferred to the GEC in the media center and when the media center at the GEC closed, I was transferred to the Curriculum department as the secretary for PE/Athletics and Dual Immersion and I absolutely love my job. If I count my part-time years, I have been with the district for a total of 37 years.

I have been married for 40 years to my best friend and have 3 great children and 10 wonderful grandchildren. We live in Lehi where 2 of my children and 6 of my grandchildren live and absolutely love it. We love to spend time with our family and spend many weekends & holidays together. We enjoy many outdoor activities but particularly love to play tennis. Our goal is to play in the senior games in St. George. Hopefully, we will be able to meet our goal someday.

Gail Dawson

I work in Gifted Education, Advanced Placement and French Dual Immersion with Lynne Farnsworth, Sheri Sorensen and Kaye Murdock. I have been with Granite School District for 21.5 years and in the Curriculum Department for 19 years. During this time I have worked with many of the curriculum specialists doing a variety of different jobs. When I am not working I enjoy spending time with my family, listening to classical music and hiking in our beautiful state.

Leslie George

I have worked for Granite School District for 4 years. I started as an office clerk at Granite Peaks and worked my way up to coordinator secretary. While at Granite Peaks I had the pleasure of working with some really great people. Currently I work in the Curriculum department as the secretary of science, social studies, math, and world languages. I love my position and cannot wait to see what the future holds.

I have been married for 15 years and have 2 amazing children; Evan 11 and Erin 9. My kids are my whole world and keep me very busy. We enjoy playing football, soccer, going to the beach and playing lots of games.

Courtney Williams

I have worked for Granite for two years with the music and fine arts curriculum specialists. I grew up with 4 sisters in Denver, Colorado. I moved to Utah to attend BYU. I love cars, especially old classic cars and I maintain a 1970's Austin Mini Cooper. I practice contortion in my spare time and love to make all kinds of bendy shapes! In other words, I am very flexible. I love cats and all animals cute and fluffy.

February "Going the Extra Mile" Recipient

submitted by Amy Torres, Junior High Representative



Pictured l-r; David Beck, Brenda Zimmerman, Susan White, Rob McDaniel, and Christopher Griffiths

Susan White, Principal's Secretary, Cyprus High School

Here is what Brenda Zimmerman, Assistant Principal at Cyprus High, had to say about Susan:

"I am writing this nomination on behalf of the Cyprus High administration team to honor and recognize the hard work of Susan White. Susan's official job title is the Principal's Secretary. However, at our school she is so much more. Susan literally keeps the Pirate ship running. She is constantly being asked questions by so many people; yet, she somehow makes each one of us feel like we are her top priority. If she is feeling overwhelmed and stressed, you would never know it because she is always available and willing to do whatever is needed. Susan has a very positive attitude. No matter who

walks through the door -- students, parents, teachers, staff members, or community members -- Susan greets each one with a cheerful smile and "can I help you?" Susan is also very knowledgeable, organized, and efficient. If someone has a question about how Cyprus High School does things, Susan probably knows the answer or she gets right on her phone to find one. Quite simply, Susan White is amazing. Without a doubt, Susan embodies the character of the "Going the Extra Mile Award."

Keep those nominations coming. Postcards were sent to all district locations. 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 Amy Torres at Kearns Jr.

Dates & Deadlines:

February 2, 2016	GSD Board Meeting - 7:00 pm
February 3, 2016	GAEOP Board Meeting - 4:15 pm
February 14, 2016	Valentine's Day
February 15, 2016	Washington & Lincoln Day
February 20, 2016	Link Articles Due - February Issue

March 12, 2016	UAEOP Annual Conference, Granite Education Center, Salt Lake City
June 2, 2016	GAEOP Professional Development Day, Granger High School
July 13-16, 2016	NAEOP 82 nd Annual Conference & Institute, St. Louis, Missouri



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 Teresa Himmelberger or Darla Williams.



GAEOP

is looking for Office Professionals
to fill positions on the Executive Board
for the upcoming 2016-17 year

Do you enjoy....

- ◇ Putting your creative mind to work
- ◇ Networking with fellow office professionals
- ◇ Being aware of issues facing (or impacting) office professionals
- ◇ Being part of a working family
- ◇ Having fun

Then this job is for you!

The following positions are up for election this year and we are accepting nominations now through March 1, 2016.

President Elect - perform duties of the President when President is absent, serve on Advisory Council, Salary and Benefits Committee and Chairman of the Nomination/Elections Committee (in odd years), attend the NAEOP Annual Meeting, attend Board of Education Meetings and any duties as assigned by President (1 year position) - you must have served as an elected member of the Executive Board for at least two years and must be an active member of GAEOP for two consecutive years.

Vice President - perform duties of the President when the President and President Elect are absent. Attend Board of Education meetings, serve on the Bylaws Committee of the Association, Chairman of the Nomination/Election Committee, Meet & Confer Committee (when President Elect is not in office) and attend the NAEOP Annual Meeting (when President Elect is not in office). This is a 2 year position.

Secretary - keep accurate records of the proceedings of the Association and of each Executive meeting. Send copies of minutes to the Executive board. At board meeting, take roll and distribute previous meeting minutes; fill any duties as assigned by the President. This is a 2 year position.

Historian - maintain a history of the Association by gathering pictures, articles and other information, including committee reports of Association events and membership participation by placing information in the History Book. This is a 2 year position.

Membership - seek ways to increase membership, work with board members to welcome new employees and introduce the Association. Keep an accurate updated list of members, deposit membership fees with Treasurer and send membership card to members. This is a 2 year position.

Elementary Board Member - *(2 year position)

Elementary Board Member - *(2 year position)

Senior High Board Member *(2 year position)

Executive Board Member *(2 year position)

*These positions are required to attend all regular and special meetings of the Association, fill any assignments assigned by President, attend Board of Education meeting (2 to 3 times per year), work with Membership Chair to welcome new employees and introduce the Association to the locations/schools you are over.

Nominations are being accepted by Kari Parry kmparry@graniteschools.org or Teresa Himmelberger tdhimmelberger@graniteschools.org.

UAEOP Conference Information



2016 UAEOP Professional Development Conference *Learn • Connect • Grow*

March 12, 2016

Granite Education Center

2500 S State Street, Salt Lake City, Utah

The UAEOP Conference will be held Saturday, March 12, 2016, at the Granite Education Center.

Below you will see the schedule for the day, information about the keynote speaker and a list of workshop sessions.

For more details to register online, visit www.uaeop.org.

If you have any questions, contact Danielle Kitchen at dfkitchen@graniteschools.org.

UAEOP Conference Schedule

Saturday, March 12, 2016

7:15 - 7:45 am	Registration & Continental Breakfast Basket & 50/50 Ticket/Candy Sales
8:00 am	Opening Session Welcome / Introductions Flag Ceremony / Inspiration UAEOP Business Meeting
8:30 - 9:20 am	Workshop - Session 1
9:30 - 10:20 am	Workshop - Session 2
10:30 - 11:20 am	Workshop - Session 3
11:30 am - 12:20 pm	Workshop - Session 4
12:30 - 1:30 pm	Luncheon PSP Recognition Introduction of 2016-2017 Officers
1:30 - 2:15 pm	Dress for Success or Roundtable
2:15 - 3:15	Keynote Speaker "Getting to It" - Todd Musig <i>Following Todd's presentation, books will be available for sale</i>
3:15 - 3:30 pm	Wrap Up & Door Prizes <i>(must be present to win)</i>

UAEOP Conference Workshops

"Google Docs - Beginning & Intermediate"

~ presented by Jared Covili, UEN

"Microsoft Office Certiport Testing"

~ presented by Kimberlee Thayne, Pearson

"LinkedIn"

~ presented by Dani Sloan, UEN

"Bee-Attitudes"

~ presented by Mike Cottam, Retired Educator

"Creating a Web Site with WordPress"

~ presented by Chris Mower, Granite School District, Web Developer

"Microsoft IT"

~ presented by Brandon Jacobson

"Utah Retirement Systems - Tier 1 & 2"

~ presented by Brent Sonzini, URS

UAEOP Conference Keynote Speaker

Todd Musig ~ "Getting to It"



With keen insight, strong communications skills and a passion for success, Todd Musig has a unique ability to inspire audiences. His expertise and experience is in helping individuals and organizations accomplish what matters most to them in a time when there is too much to do and not enough time to do it.

Todd is co-author of the award winning book, *Juggling Elephants*, published by Penguin Portfolio and *Getting to It!* Published by HarperCollins. *Juggling Elephants* has been printed in twelve languages.

A proven professional, Todd has twenty five years of experience in training, marketing and consulting at organizations such as FranklinCovey, AchieveGlobal and Who Moved My Cheese? LLC. He has also owned, managed and built several businesses from scratch and truly knows what it is like to organize a hectic schedule and proactively manage a busy life.

He has a passion for facilitating and teaching youth and adult groups. He enjoys travel, volunteering and teaching as an adjunct professor in his spare time.

Todd lives in Salt Lake City, Utah with his beautiful wife and three wonderful daughters.

NAEOP Conference Information

The Missouri Association of Educational Office Professionals cordially invites you to the NAEOP 82nd Annual Conference and Institute in St. Louis, Missouri. The theme “Meet NAEOP in St. Louis” is reflective of the 1904 World’s Fair which was held to celebrate the 100th anniversary of Thomas Jefferson’s vision of a continental United States through the purchase of the Louisiana Territory and to honor Lewis and Clark’s journey to the west. To get to the fair, thousands traveled to the city by train, and they were greeted by a stunning architectural gem in St. Louis Union Station. Today, the National Historic Landmark has been beautifully restored and redeveloped as a festival marketplace of specialty shops, restaurants and a luxury hotel. St. Louis has a variety of things to do! Ride to the top of the Gateway Arch. Enjoy many free attractions such as the Art Museum, Zoo, Science Center, and Grant’s Farm. Check out the Ballpark Village next door to the home of the St. Louis Cardinals, Busch Stadium. Many tours are being offered to help you explore St. Louis! Get more information and register at www.naeop.org. Start planning now to “Meet NAEOP in St. Louis!”



Institute Classes

The 2016 NAEOP Institute will be held Tuesday and Wednesday, July 12-13, from 9 AM—5:30 PM. These sessions are more in-depth than the briefings and give participants 15 hours of education credit toward their PSP certification. Lunch is included with each full day Institute registration. You may select one or two days of option 1 and option 2. You can even mix and match to meet your needs!

Three options are available in the 2016 Institute. Option 1: “Positively Amazing Communication Skills for Dealing with Positively Annoying People” by Dr. Gina Bueneman-Cooper on Day 1 and “Change the Things You Can Change” by Marcus Engel on Day 2. You may take one day or both days of option 1 classes. Option 2: Day 1 is Microsoft Programs training and Day 2 is Google Apps for Education training. You may take one day or both days of option 2 classes. Option 3: The 2-day Speakers Bureau is being offered. Sharpen your presentation skills in 2 days of specialized training and a Practice Session. *Participants must attend both days of SB.*

Keynote Speaker - Marcus Engel, *In the Blink of An Eye*

Marcus speaks from experience. After being blinded and severely injured by a drunk driver, Marcus overcame unimaginable obstacles to return to college and reclaim his life. His dramatic story will inspire you to maximize your potential and achieve your dreams. “*In the Blink of an Eye*” is an unforgettable journey that will change your life.

Briefings

The 1.5 hour Briefings are workshop sessions held throughout the 4-day conference and offer a wide variety of topics. Each session is only \$10 and earns 1.5 hours of education credit toward your PSP certification.

Some of the Briefing topics for 2016 include:


Active Shooter Response, Crisis Preparation, Leadership Roles & Responsibilities, Legal Issues, Organization & Multi-Tasking, Personal Health & Success, Positive Work Environment, PSP Certification Information & Work Session, Public Relations, Public Speaking, Social Media, Taking Minutes & Proofreading, Technology- Microsoft Office & Google Apps, Time Management.

Inservice Opportunities

submitted by Carol Berlin & Diana Pennington, Inservice Committee Co-Chairs

The following inservice classes will be offered during the months of February and March. More information about these classes, including how to sign up, has been or will be emailed. If you have questions, please contact Carol Berlin (clberlin@graniteschools.org) or Diana Pennington (dpennington@graniteschools.org).

Outlook - Advanced	Tuesday, February 16	9:00 - 11:00 am	C-121
	Tuesday, February 16	12:00 - 2:00 pm	C-121
Google Docs - Beginning	Wednesday, February 17	9:00 - 11:00 am	C-121
	Wednesday, February 17	12:00 - 2:00 pm	C-121
Quarterly Training - “Pink Book”	Tuesday, February 23	9:00 - 10:00 am	Aud A
	Tuesday, February 23	12:00 - 1:00 pm	Aud A
Adobe Fillable Forms	Wednesday, February 24	9:00 - 11:00 am	C-121
	Monday, February 29	1:00 - 3:00 pm	C-121
URS - Retirement	Wednesday, March 2	1:00 - 3:00 pm	D-102
	Thursday, March 3	12:00 - 2:00 pm	D-102
Word - Beginning	Monday, March 7	9:00 - 11:00 am	C-121
	Monday, March 7	1:00 - 3:00 pm	C-121
Google Docs - Advanced	Monday, March 14	9:00 - 11:00 am	C-121
	Monday, March 14	1:00 - 3:00 pm	C-121



Winona Fullmer
GAEOP
Member Scholarship

This scholarship is designed to assist members of the Granite Association of Educational Office Professionals who are furthering their education or pursuing a Professional Standards Program (PSP) or Granite Certified Office Professional (GCOP) certificate through continuing education. The scholarship is named in honor of Winona Fullmer, GAEOP Past President, and is valued at \$250.

Apply online at <http://gaeop.weebly.com>

Deadline Friday, March 25, 2016

February is...

Heart Health Month

Heart disease is the leading cause of death for men and women in the United States. Every year, 1 in 4 deaths are caused by heart disease. The good news? Heart disease can often be prevented when people make healthy choices and manage their health conditions. Communities, health professionals, and families can work together to create opportunities for people to make healthier choices.

You can make healthy changes to lower your risk of developing heart disease. Controlling and preventing risk factors is also important for people who already have heart disease. To lower your risk:

- Watch your weight.
- Quit smoking and stay away from secondhand smoke.
- Control your cholesterol and blood pressure.
- If you drink alcohol, drink only in moderation.
- Get active and eat healthy.
- Use spices to season food instead of salt.
- Make physical activity part of your day.

Make a difference in your community: Spread the word about strategies for preventing heart disease and encourage others to live heart healthy lives.

Information from U.S. Department of Health and Human Services www.healthfinder.gov



**“IT’S NOT SELFISH TO LOVE YOURSELF,
TAKE CARE OF YOURSELF AND
TO MAKE YOUR HAPPINESS A PRIORITY.
IT’S NECESSARY.”**

~UNKNOWN

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

Cathy Bird - February 6
Skyline High

Michelle Raymond - February 6
Kearns Jr. High

Debra Dutson - February 7
Granite Peaks District Office

Laurie Atkins - February 9
Kearns High

Kristen Fors - February 10
Special Education

Lyndsay Fraser - February 11
GTI

Rose Elkins - February 12
Purchasing

Deann Jensen - February 14
Bennion Jr. High

Juliene Christensen - February 19
Valley Jr. High

Celeste Bauer - February 20
Upland Terrace Elementary

Ashley Beesley - February 20
Teacher Induction, Intervention & Support

Teresa Himmelberger - February 21
Payroll

Karen Elkins - February 22
Western Hills Elementary

Michelle Foster - February 22
Granger High



Diane Roberts - February 22
Bridger Elementary

Barbara Longmore - February 23
Redwood Elementary

Pamela Hopper - February 26
Valley Jr. High

Jana Klein - February 26
Title I

Janet Arakaki-Moulton - February 28
Special Education

Tips & Tricks

submitted by Darla Williams, Secretary

11 WAYS TO BRING POSITIVE ENERGY INTO YOUR LIFE

Everyone knows one... the person in the room that has the black cloud hanging over their head. You can feel it! We all hope that the person in the room with the bad energy isn't ourselves. But, if we are honest, we have all taken our turn at being that person. In her blog, Christie Marie Sheldon shares some tips on how to avoid allowing that black cloud to hover over us:

1. Do not dwell on the negative. Negative energy gains momentum. Force yourself to think about something else.
2. Do not speak of your problems, diseases, illness, or worries. I read a saying online that said "don't tell people your problems, 80% don't care, and the other 20% are just glad that you have them." The more energy that you give to what is wrong, the more it exists.
3. Love and accept yourself as you are. Enough said!
4. Let go of the past. Put on the Frozen video, and "Let it Go."
5. Don't give away your power, or your happiness.
6. Do not say yes, when you really mean no. I might add, when you do say yes, don't complain the whole time. That negativity is contagious!
7. Laugh and Smile. If you can't find your smile, go find someone with one. Positivity is also contagious.
8. Be grateful. We all have something to be grateful for.
9. Don't worry. Wow... It would be so hypocritical of me to comment on this one!
10. Run it off. Exercise is good for the body, and the soul.
11. Be Present. If you are focused on the moment, you are less likely to dwell on other issues.



Orange Glaze Fruit Salad

Submitted by Mary Duersch, Part-Time Board Member

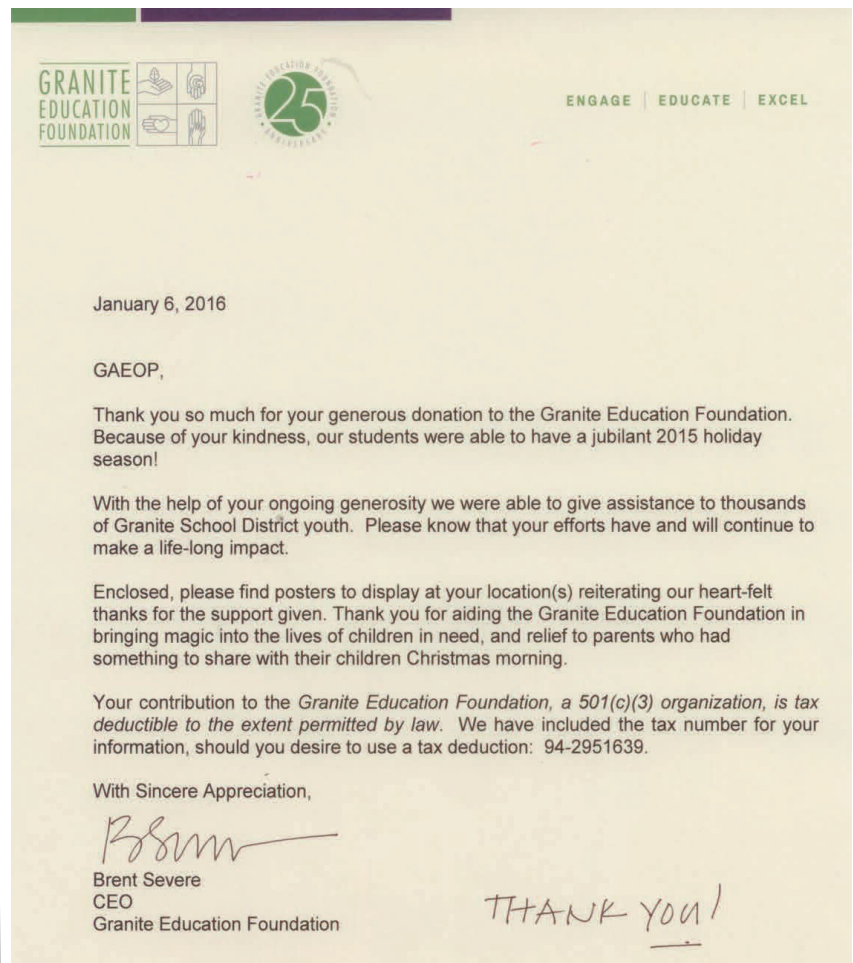
1 cup sugar
1 cup water
Juice and Zest of 1 orange
1 tsp. vanilla

4 pints strawberries
2 pints blueberries
2 cups green grapes
2 cups red grapes
Fresh mint leaves

Place the sugar, water, orange juice, zest and vanilla in a small sauce pan. Stir to dissolve the sugar. Bring to a boil. Turn the heat to low and simmer for 15 minutes to thicken. Set aside to cool.



Prepare the fruit in a large bowl, pour the cooled syrup over the fruit and toss together. Decorate with mint leaves and chill.





"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



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



www.gaeop.weebly.com

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2015-2016 Advisory Committee

- Don Adams - Assistant Superintendent, Support Services
- Donnette McNeill-Waters - Human Resources
- Verneita Hunt - Human Resources
- Gail Howe - School Accountability Services
- Ben Horsley - Communications
- Emme Liddell - Taylorsville High School
- Doug Wagstaff - Hunter Jr. 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
- Leanne Helbling - Crestview Elementary School
- Diana Pennington - Communications
- Carol Berlin - Teaching & Learning Services

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