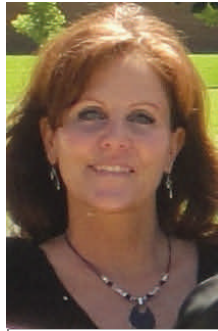




Mission Statement

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

April is the month when we honor our Administrative Office Professionals. Words cannot really express the importance of our jobs, actions truly speak louder. Every day it seems to be an adventure and some days even a jungle. We, as office professionals are a diverse and intriguing group of individuals that contribute all types of personalities and talents every day to our work assignments. Can we do things in our office that can make us a more effective group of office professionals? The answer is YES. Take a look at the phrases below and ask yourself if you can make a difference in your work life:

- ◇ "Here's what I'm thinking." Share your ideas with people and ask for their feedback.
- ◇ "That was awesome." Everyone appreciates praise. Offer it freely.
- ◇ "You're welcome." Don't downplay your actions that warrant praise. Accept any positive feedback graciously. You'll make the person praising you feel great.
- ◇ "Can you help/show me?" Doing so acknowledges other people's skills, and showing your vulnerability and desire to learn makes you more authentic.
- ◇ "Let me give you a hand." Without being asked, offer your help. Say: "I have some free time. What can I take off your plate?"
- ◇ "I was wrong." Admit when you make mistakes and you'll gain everyone's respect.
- ◇ "I'm sorry." When you do or say something and you offend someone, apologize specifically for what you've done. Don't justify your actions or blame someone else.

— Adapted from "10 Things Extraordinary People Say Every Day," Jeff Haden, Inc., www.inc.com.

I received a very kind email from a fellow office professional not too long ago and within that email was the following saying, "*Be the change you wish to see in the world.*" One simple sentence says it all.

Please join GAEOP on June 10th, 2015, for our annual professional development day, "Take Control of Your Future." This is a full day of instruction, a fabulous keynote speaker, great food and your chance to network with the office professionals in our district. Registration will be done in Google so that we have an accurate accounting system. An email went out yesterday with all the information you need to get your RSVP in. You will not want to miss out on your chance to walk the "RED CARPET".

To all of you, thank you for working every day to be the best office professional you can be.

Teresa Himmelberger

GAEOP President

Together we can.....SAIL ON

*"Always be nice to secretaries....
They are the gatekeepers to the
office"*



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Millcreek Elementary Office Professionals

Submitted by: Karen Bowden, Senior High Board Member

Lisa Boman, Principal's Secretary and
Michelle Wood, General Office Clerk



Pictured l-r: Lisa Boman and Michelle Wood

Lisa grew up in South Central Idaho. After graduating high school, she entered the work force with a major retail corporation. This experience allowed her to live in Salt Lake, San Diego, Los Angeles and back to Salt Lake. She was fortunate to be a stay at home mom until her two girls entered junior high school. At this time she started working at Churchill Jr. High as a secretary in the counseling center. She then found her way to Mill Creek Elementary as the Principal's Secretary and has been there for 14 years. She says, "I rise and shine and look forward to what new adventure each day may bring. I love my job (except Discovery!), the faculty and the students. My co-workers in the office help create the best team ever. The friends I have met over the years are treasured." Lisa also enjoys traveling, music and cooking.

Michelle has worked at Mill Creek Elementary for over 25 years. She has had many different jobs but, her favorite is working in the office. She says, "Working with Lisa, these past 14 years, has been so much fun and we have shared so many great memories." She enjoys meeting parents and helping students. Michelle and her husband, Kelly, have three married sons, wonderful daughters- in-law and nine of the cutest grandchildren ever. She enjoys singing, scrapbooking and spending time with her family. Mill Creek is the best!

Dates & Deadlines:

April 2-6, 2015	Spring Recess
April 5, 2015	Easter
April 7, 2015	GSD Board Meeting
	Office Professional Proclamation
April 8, 2015	GAEOP Board Meeting
April 9, 2015	Advisory Meeting
April 20, 2015	LINK Articles Due
April 21, 2015	GSD Board Study Session
June 10, 2015	GAEOP Professional Development Day
	Olympus High School
July 22-25, 2015	NAEOP 81 st Annual Conference & Institute
	Buffalo, New York



Paula Vincent, Fremont Elementary, would like to recognize Leslie Frank, Food Services, for the following. She said that when she received The Link, she e-mailed Leslie about how the lunch secretaries enjoy participating in the GAEOP Professional Development Day and in the past, they received a 6 hour credit for attending. Leslie talked to her supervisors about this. She was told there was not money in the budget for this, but the secretaries would be free to attend on their own time. Paula said that most of the secretaries attend anyway because they enjoy the seminars and fellowships.

However, when the Food Services had a meeting, Leslie again brought up the question and with a little encouragement, Food Services agreed to pay for the development day for the Lunch Secretaries.

KUDOS TO LESLIE !!!!!

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

PSP/GCOP Recipients

submitted by Traci Pritchett, PSP/GCOP Chair

Congratulations to the following individuals! They have earned their PSP/GCOP certificate. For more information about the PSP/GCOP Program, check out the [GAEOP webpage](#).



Entry Level

Diana Miller - Taylorsville High

Intermediate

Traci Pritchett - Information Systems

Safety & Emergency Preparedness - "Go Bag"

submitted by Steph Rees, Elementary West Board Member

For those of you who are first responders for your school, you know how an emergency can arise and you are running to help. Yes, running in the halls is sometimes permitted in school. After my first few years I started to gather some items I found I needed as I was helping with situations and soon I created a 'Go Bag'. I keep my Go Bag under my desk and grab it before I head off to help. This is what my Go Bag includes:



- ◆ Large plastic bag to hold everything
- ◆ CPR mouth piece
- ◆ Multiple pairs of gloves
- ◆ Bandages/gauze pads
- ◆ Quick notes on CPR, First Aide, Epi Pens, etc.
- ◆ Medical Alert Report (more information about this below)

Before I leave the office to help, I try and get the name of the student in case I have medication (Epi Pen, Glucagon, etc.) in the office for that student. As I head out of the office, I pull gloves from my Go Bag and check for any known medical history issues on my Medical Alert Report. By the time I get to the location, I have gloves on to protect myself, any medications (if needed) and

have reviewed if the student has any previous health issues. That's about as prepared as I can be...being a secretary and not a nurse.

How to Create a Medical Alert Report file

1. Make sure any new medical notes that parents added to their student's registration card is added to Discovery>Health>Health Information>Add
2. Run the 'Medical Alert Report' in Discovery. Reports>Medical Alert Report. Select these options ----->
3. Click Preview, Export as Excel (Excel will give you options to adjust things as needed). I add a column for 'Medications Kept in the Office' or 'Carried by the student'.
4. Print the report. Keep a copy in the Go Bag and in the office. Update through the year as new medical issues arise.



School:	DIAMOND RIDGE ELEME
School Year:	2015
Print Options:	Straight Alpha
Teacher:	
Activity:	
Health Conditions:	62 items selected.
Print Notes:	<input checked="" type="checkbox"/>
Print Action to Take:	<input checked="" type="checkbox"/>
Print only Alert conditions:	<input type="checkbox"/>
Print only Life Threatening:	<input type="checkbox"/>
Include Private:	<input checked="" type="checkbox"/>
Print Advisor or Counselor:	<input checked="" type="radio"/> Advisor <input type="radio"/> Counselor
Sort:	Alpha

Administrative Professionals Week: April 19-25, 2015

Submitted by Elaine Wright, Administrative Board Member (Source: Wikipedia)



Administrative Professionals Week was originally called *National Secretaries Week* and was held June 1-7, 1952. At the time there was a shortage of skilled office workers, so the account executives at *Young & Rubicam* originated the idea for a holiday to recognize the importance and value of secretaries. *National Secretaries Week* was moved to the last full week of April in 1955. The name was changed to *Professional Secretaries Week* in 1981, and became *Administrative Professionals Week* in 2000 to encompass the expanding responsibilities and wide-ranging job titles of administrative support staff. The International Association of Administrative Professionals said that *National Secretaries Week* (now *Administrative Professionals Week*) was created with two objectives in mind: to recognize "the secretary, upon whose skills, loyalty, and efficiency the functions of business and government offices depend," and to call attention "through favorable publicity, to the tremendous potential of the secretarial career."

GAEOP would like to recognize each of you amazing Administrative Office Professionals and all that you do to make Granite School District better. Watch for a small token of our appreciation which will be coming through District mail during *Administrative Professionals Week*.

I would maintain that thanks are the highest form of thought,
and that gratitude is happiness doubled by wonder.

~G.K. Chesterton

GAEOP Recognition Dinner

On March 26th, 2015, GAEOP held the *"Bloom Where You Are Planted"* dinner to honor our Administrator and Office Professional of the Year and to award two scholarships. The dinner was held at the GEC building and was decorated with fabulous flowers in bloom. There was beautiful piano music playing as we enjoyed a delicious Chicken Cordon Bleu from our very own GEC Cafe. A "BIG" thanks to Karen Bowden, High School Representative, for coordinating this event and to Carol Berlin and her committee for selecting such great recipients. The following are the recipients of these recognitions:



Jane Lindsay ~ Administrator of the Year
Elaine Wright ~ Office Professional of the Year
Janet Tran, Student at Taylorsville High ~ Helen Metos student business scholarship
Traci Pritchett, Information Systems ~ Winona Fullmer GAEOP member scholarship

Granite Education Foundation presented the Midge Treglown Meritorious Award to *Julena Averett, Bookkeeper at Olympus High* and the Vickie Burrow Memorial Award to *Marie Tomlinson, Principal Secretary at Bacchus Elementary*. Congratulations to these two ladies for their exemplary work and contributions to Granite School District.



2014-2015 Administrator of the Year – Jane A. Lindsay



Pictured l-r: Carol Berlin, GAEOP Awards Chair; Jane Lindsay, Administrator of the Year; Teresa Himmelberger, GAEOP President

Jane has been the Director of School Accountability Services for six years. She currently serves as an advisor on the GAEOP Advisory Board, is a past president of GASA and has been a Board Member of GAESP for 25 years. "Jane's leadership skills, intellectual abilities and contributions to Granite School District and all its schools are amazing. Throughout her career as a teacher, principal and District administrator, Jane has advocated for the students and employees under her care. She is a motivator, and relationship builder and an instructional leader. She is dedicated to those she serves."

Elaine Wright, Jane's secretary, writes "Jane works as hard as anyone I have ever had the privilege to work with. She is always the first to offer help when she sees or hears about a need, and the first to 'roll up her sleeves' to get a job done, no matter whose job it should have been. She also volunteers at every opportunity in the local schools."

Jon Adams, Elementary Director, states "It is a pleasure to write a letter of recommendation in support of Jane Lindsay to receive the GAEOP Educational Administrator of the Year award. I had the privilege of having Jane be my direct supervisor while a principal at Taylorsville Elementary School. As a principal, I developed a great respect for her abilities to lead by example and to motivate me to do my best at all times. Working with Jane has been a wonderful experience, both as a principal under her supervision and now as her colleague in

School Accountability Services. She is dedicated to those she serves; she helps problem solve difficult situations, she is approachable, knowledgeable and loved my many."

2014-2015 Office Professional of the Year – Elaine Wright



*Pictured l-r: Carol Berlin, GAEOP Awards Chair;
Elaine Wright, Office Professional of the Year;
Teresa Himmelberger, GAEOP President*

Elaine has been working as the Administrative Secretary in School Accountability Services for the past ten years. Elaine currently serves as the GAEOP Administrative Executive Board member and has been a member of GAEOP for over 20 years. “Elaine has strong work ethics and is kind in her dealings with schools and parents. She is organized and thorough. Her leadership qualities, approachability, sense of humor, and ability to motivate people create a friendly and productive work environment. She is a wonderful secretary, mom, friend, neighbor and coworker.”

Jane Lindsay, School Accountability Director, writes “Elaine has a strong work ethic. She willingly researches best practices and applies them to every component of her job. She regularly takes classes in the latest Word, Excel, Discovery, etc. to be up on the current capabilities of all of the programs she uses. Elaine is always willing to help schools find what they need. She willingly mentors new secretaries and principals. She takes tasks off our plates to help us better serve schools and students. Elaine has a way of making everyone feel important.”

Mark Manning, High School Director, states “Ms. Wright is an outstanding administrative secretary because of her extensive skills, experience and perspective of schools’ educational needs and academic progression that brings strength to those she associates with. Another quality that is equally valuable and important is her ability and willingness to assist and take the time to support students, patrons and staff with any questions or concerns with patience and understanding. Elaine’s professional duties and strengths are extensive. Elaine is an exemplary and consummate professional and I highly recommend her for this recognition and honor.”

2014-2015 Helen P. Metos Student Scholarship – Janet Tran



*Pictured l-r: Mrs. Tran, Janet’s mother; Janet Tran, Student
Scholarship Recipient; Paula Saltas, Metos Family
Representative; Teresa Himmelberger, GAEOP President*

Janet is a senior at Taylorsville High School where she is a Senior Class Senator, DECA Chapter President and FBLA Executive Vice President. Janet is involved in numerous school and community activities. She intends to pursue a career in Business Marketing and Education. “She is an extremely hard worker. She has great leadership qualities. She has also shown academic aptitude and ambition above and beyond her peers. She is kind and helpful.” Janet has an impressive resume of volunteer work, extracurricular activities, awards, and leadership and educational achievements. She has a cumulative GPA of 4.0 and also a cumulative CPA of 4.0. Janet has received numerous awards and honors.

Tori Wouden, Business Teacher at Taylorsville High, writes “I have had the pleasure of knowing Janet Tran as she has been a member of both FBLA and DECA. She takes her responsibilities as FBLA vice president and DECA president seriously. She is also the state of Utah FBLA vice president. Janet works well independently as well as on a team. She is able to keep projects and meetings on track while making sure everyone in her group is valued and included. If people around her are having questions or issues, she will take time out from what she is doing and help them. I have seen her do this numerous times. She is kind and helpful.”

Kristy Heineman, Taylorsville City Youth Council Advisor, writes “Janet has been involved with the Taylorsville Youth Council for three years and has been involved in many activities and service projects. Janet brings a level of professionalism and organization to the Youth Council members and always has great ideas for upcoming Youth Council related activities. Her position as a Youth Ambassador requires many additional hours attending public functions. Janet is a natural leader and is currently serving as the Youth Council Mayor. I have noticed that other Youth Council members naturally gravitate toward her and her ideas. She is easygoing and takes direction easily.”

Abram Sherrod, South Regional Coordinator for Big Brothers/Big Sisters, writes “Janet has volunteered with Big Brothers/Big Sisters for over two years and has formed a loving and enduring relationship with one of our Littles in our program. Janet understands the commitment and effort it takes to form a relationship with students in the community who face adversity. Janet has been matched with her Little Sister for over two years and has developed a positive relationship with her. Janet has worked with her Little Sister academically and has improved her understanding of her school work. Janet has provided her with a number of different experiences and perspectives that she may have not been exposed to if she did not engage with Janet. Janet has proven that she can manage a large number of responsibilities while being extremely efficient. Janet is not only concerned with her ability to change the community, she is also committed toward her own academic career.”

Winona Fullmer Scholarship – Traci Pritchett



Pictured l-r: Carol Berlin, GAEOP Awards Chair; Traci Pritchett, Scholarship Recipient; Teresa Himmelberger, GAEOP President

Traci is an Administrative Secretary in Information Systems. She currently serves on the GAEOP Board as the Membership Chair. She has been employed with Granite School District for four years. Traci postponed attending college while raising her family and is proud to say that three of her four children are college graduates with the fourth returning this fall. Traci is currently attending Salt Lake Community College, pursuing an Associate's Degree.

Traci writes that by attending Salt Lake Community College, she hopes to expand her opportunities both personally and professionally. She is pursuing an Associate's Degree by taking general education classes as well as a few electives that she hopes will help her decide what she wants to be when she grows up. She is currently researching Human Resource Management. Traci is taking online as well as on campus courses to accommodate working while attending. She has discovered that, though she was worried about writing papers and taking tests, she really loves learning!

She is a great example to others who still have the desire to further their education while working full time and taking care of a family.

UAEOP Conference Review

submitted by Danielle Kitchen, LINK Editor

The UAEOP Conference was held Friday and Saturday, March 13 and 14, 2015, at Corner Canyon High School in Draper, Utah. The format this year was a little different than in the past. Keynote speaker, Matt Townsend, spoke to the conference attendees and several guests on Friday evening. He shared ideas about how to "Seize the Day". He made us laugh, cry and just want to be a better person. On Saturday, after a beautiful rendition of the national anthem sung acapella by a Corner Canyon student, we could choose from several classes to attend. Topics included; Google, Social Media, Asthma and Advance Planning.



During lunch, two of our Granite employees were awarded the UAEOP Administrator and Office Professional of the Year. Brenda Van Gorder, Director of Preschool Services and Karen Bowden, Principal's Secretary at West Lake Jr. High were honored for all of the great things they do for kids and the difference that they have made.

After lunch, Everett Perry, an administrator in Canyons School District, presented information on how to "Deal with Difficult People". His presentation encouraged us to consider the "why" in working with challenging people. If you didn't take the opportunity to attend the UAEOP conference, I would encourage you to make plans now to attend next year.



After lunch, Everett Perry, an administrator in Canyons School District, presented information on how to "Deal with Difficult People". His presentation encouraged us to consider the "why" in working with challenging people. If you didn't take the opportunity to attend the UAEOP conference, I would encourage you to make plans now to attend next year.



Lights, Camera, Action.... Starring YOU!



GAEOP Professional Development Day

Come walk the red carpet

Wednesday, June 10th, 2015

7:00 am - 4:00 pm

Olympus High School

4055 South 2300 East

Holladay, Utah



Keynote Speaker
Author Kimberly Giles

"Choosing Clarity"

Kim is a certified life coach, giving principle-based advice for more than seven years. She has appeared on both national and local TV and radio as an advice guru, and has appeared on Good Morning Utah, Good Things Utah, The Daily Dish, KSL News, The Browser and the Doug Wright Show giving advice.

Lunch will include Chicken/Pork Barbacoa salad with all the fixings, chips and salsa, drink and dessert

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

Take Control of Your Future



Please click on the hyperlink below that will take you to the registration form to fill out. If it takes you to a page where you need to sign in, here is how you do that ~ Your Granite email ~ username@granitesd.org, and your regular password that you use for your email. Have fun!

<http://goo.gl/forms/FLbvchTYd9>

Happy Birthday to You!

Happy Birthday to the following GAEOP Members:



LuAnn Schroeder - April 1
Kearns High

Linda Rodriguez - April 15
Cottonwood High

Deanne Hampson - April 3
Eastwood Elementary

Leslie George - April 16
Curriculum Services

Lorna Allen - April 5
West Kearns Elementary

Christy Margetts - April 16
Rosecrest Elementary

Ashley Dansie - April 6
Human Resources

Gaylawn Starnes - April 17
Human Resources

Marie Tomlinson - April 7
Bacchus Elementary

Diana Miller - April 18
Taylorville Elementary

Debbie Allen - April 9
Prevention & Student Placement

Jennifer Justesen - April 20
Cottonwood High

Keelee Powell - April 10
Orchard Elementary

Gayna Breeze - April 21
Wright Elementary

Nicole Smauldon - April 10
Granger Elementary

Beverly Fairclough - April 21
Monroe Elementary

Kathy Bailey - April 13
Educational Support

Julena Averett - April 22
Olympus High

Susan White - April 13
Cyprus High

Kim Gilbert - April 23
Olympus High

Marilyn Strong - April 23
Cyprus High

Lafo Tauanu'u - April 25
Taylorville High

Kris Carlson - April 27
Brockbank Jr. High

Jamie Christensen - April 27
Human Resources

Gail Dawson - April 30
Curriculum

Recipe Corner

With Spring Recess this month, why not try fixing this delicious breakfast dish? Thanks to Sharon Chaus, Principal's Secretary at Hunter High for sharing. It sounds like a great diversion from all the sugar (as in jelly beans!) that you may have consumed this month.

Breakfast Casserole

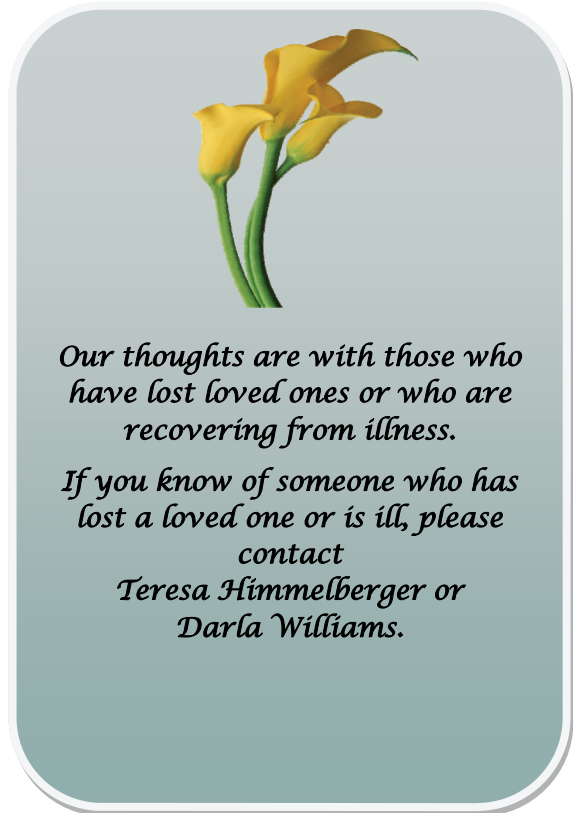
- 2 lb. bag of shredded hash brown potatoes
- 7 oz. can of green chilies, drained and chopped
- 8 oz. cheddar cheese, grated
- ¾ c. milk
- 10 eggs
- salt, pepper, onions to taste



Mix potatoes, chilies and cheese (salt, pepper, onions, optional). Put in greased casserole dish. Whisk the eggs and milk well then pour mixture over the potatoes. Bake at 350 degrees for 45 minutes to 1 hour.

Optional: include sautéed mushrooms or chopped ham with the potatoes in step one; or crumble crisp, cooked bacon on top of the cooked casserole. May also add additional cheese on top.

(Hope your "peeps" enjoy this!)



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

If you know of someone who has lost a loved one or is ill, please contact

Teresa Himmelberger or Darla Williams.

GAEOP Elections

The ballots for the GAEOP Executive board for 2015-16 have been tallied, and we would like to welcome three new members to the board.



Diana Pennington, Communications ~ Administrative Board member

Amy Torres, Kearns Jr. ~ Junior High Representative

Mary Duersch, Taylorville High ~ Part time Representative

These ladies, as well as the other members of the GAEOP Executive board will be installed at the Professional development day on June 10, 2015, and will take office on July 1, 2015.

**Next Article
Deadline:**

**April
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
djwilliams@graniteschools.org

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

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

Membership - Traci Pritchett
PSP/GCOP
Granite Peaks Lifelong Learning
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Part Time Board Member - Marie Orton
Facebook
Curriculum & Instruction
385-646-6042
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Elementary Board Member - East
Leanne Helbling
Office Professional Week
Crestview Elementary
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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
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Senior High Board Member
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Evening of Recognition Dinner
West Lake Jr. High
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Administrative Board Member
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Office Professional Week
School Accountability Services
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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.