

# The Link

July/August 2019



ELEMENTARY · DISTRICT · SECONDARY

## Mission Statement

The purpose of the Granite Association of Educational Office Professionals shall be to provide opportunities for personal and professional growth, leadership, service, networking and recognition to all educational office professionals.

*GAEOP is an affiliate of the National Association of Educational Office Professionals*



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## Teresa's Tidbits

*GAEOP President's Message*



Soon the hustle and bustle of a new school year will be upon us. I don't know about you, but it can be exhilarating and exhausting to say the least. I do hope that during the summer you were able to take time to enjoy life, family, travel, etc. It is important to have some down time any chance we get.

I recently returned from attending the NAEOP Conference in Boise, Idaho. The week was busy, but as always, rewarding. We had 25 attendees from the Southwest Area, 11 of which were from Utah.

The opening general session featured Ashley Ludlow, a very talented mother of five, and native of Utah. She amazed us with her singing of the songs she had written with the personal message of motherhood and children. And yes, a few tears were shed. Among the many classes offered, *Effective Communication*, *Personal Branding* and *Workplace Bullying* were my top three. We attended the awards banquets, and the installation of the 2019-2020 NAEOP Board. I was honored to be installed as the Southwest Area Director for another two years.

During Advisory Council, Area Meetings, and a General Session, elections were held for attendees to volunteer to serve on various committees of NAEOP. Several of our local colleagues were elected.

NAEOP also recognizes affiliate websites and newsletters each year with awards given to the top affiliates in the country. Our very own "The LINK" took first place in the Rachel Maynard communication award, two years running. I am very proud of the contributions of the editor, Julianne Hamblin, and the GAEOP Board, for publishing fabulous information which has earned us the top spot. Stephanie Rees, from Diamond Ridge will be filling the editor position this year and may be reaching out to you to help with information for the newsletter. This will be your chance to get involved. I look forward to another year of informational and professional newsletters.

To finish off a great NAEOP conference, the attendees from the Southwest Area put on a skit of "Celebration" to welcome our colleagues from across the country to Salt Lake City, July 20-24, 2020, as we host the NAEOP conference. Watch for more details coming soon, including how you may be able to attend.

Lifelong learning is part of our journey as educational office professionals and it should continue to be throughout our careers. After 23 years working with Granite School District, I find myself still learning new things. What a great reward for hard work.

The 2019-20 GAEOP Board held its first board meeting in June, at Jefferson Jr. High, where much was discussed and accomplished. The board members are enthusiastic and ready to get to work.

Gayna Breeze, Administrative Board Member, is working on professional development classes for the school year. If you have ideas of what you would like offered, please reach out to her at [gbreeze@graniteschools.org](mailto:gbreeze@graniteschools.org). We are also working on offering classes during the SNAD day, January 10, 2020, so mark your calendars.

Diane Roberts, Membership Chairman and Carol Seastrand, Part Time Representative, will be planning our service project event, while Michelle Raymond, Secondary Representative, will be working on our scholarships for the year.

Be sure to check out our website, [gaeop.weebly.com](http://gaeop.weebly.com) for additional information on programs that we offer.

I am excited for this upcoming year as we "Always Stand Tall" with GAEOP.

*Teresa Himmelberger, CEO  
GAEOP President*

*"You don't need the approval of others to have or feel worth. You won't please everyone, just do your best." ~ Sam Glenn*



## New GAEOP Board Member Spotlights

**Sheyla Holt—Bates Center Central Kitchen**  
*Submitted by Tempest Fullmer, Maintenance*



Sheyla Holt is not only our new Treasurer on the GAEOP Board, she is also the Payroll Secretary at the Bates Center central kitchen. Her position will be tracking and guarding the GAEOP funding closely with our wonderful GAEOP President. Previously, she was the Principal's Secretary at West Valley Elementary for six years before moving to the Bates center. She enjoys the wintertime and staying active by running and walking. She's a very friendly and bubbly person and we're so glad to have her on the GAEOP board.

**Andrea Ingleby—Valley Crest Elementary**  
*Submitted by Marguerita Davilla-Telck, Olympus Jr. Principal Secretary*



Andrea Ingleby is our new Elementary West Representative. She grew up in the Granite School District from kindergarten through 12th grade. Before coming to Granite, she worked in the Jordan School District for Bingham High School in the register's office. Andrea had been looking for other growth opportunities within Jordan and decided to look in other districts as well. She landed at Valley Crest Elementary and absolutely loves her job as Principal Secretary. Andrea has been married for 16 years and has three children. Her family likes to camp, spend time outside and travel. They LOVE Utah football and hardly miss watching a game.



**Top row from left to right:**  
Andrea Ingleby, Leanne Helbling, Carol Seastrand, Diana Pennington, Michelle Raymond, Gayna Breeze, Sheyla Holt  
**Bottom row from left to right:**  
Diane Roberts, Teresa Himmelberger, Julianne Hamblin, Kathy Woodruff, Jackie Hale

## 2019-2020 Board Members and Assignments

**President—Teresa Himmelberger**  
Meet & Confer/Advisory/PDD

**Vice President—Julianne Hamblin**  
Bylaws/Nominations/Elections

**Secretary—Kathy Woodruff**  
Going the Extra Mile Awards

**Treasurer—Sheyla Holt**  
Budget/Finance

**Membership—Diane Roberts**  
Holiday Party

**Historian—Jackie Hale**  
Office Professionals Week

**Executive—Diana Pennington**  
Mentoring Program

**Administrative—Gayna Breeze**  
PD 30 hours/PSP/GCOP

**Secondary—Michelle Raymond**  
Scholarships

**Elementary West—Andrea Ingleby**  
Public Relations

**Elementary East—Leanne Helbling**  
Office Professionals Week

**Part-Time—Carol Seastrand**  
Holiday Party

## Tips & Tricks

Submitted by Michelle Raymond, Secondary Representative

### Eight Tips to Help You Get More Organized at Work

1) Focus on what's Important.

Remind yourself of your long-term goals and revise them when necessary. Set daily priorities to meet your goals.

2) Make lists.

Make daily, weekly and monthly to-do lists of important tasks. Review your daily priorities at the beginning of each day.

3) Manage your time well.

Schedule quiet time at work to accomplish tasks that need extra concentration. Do your most challenging work when your energy is at its highest; save less demanding work for other times. If you tend to procrastinate, focus on the sense of accomplishment you'll feel when the job is done. Use commute time to plan your day's activities.

4) Use calendars and planners.

Check your work calendar daily to review your activities and avoid conflicts. Write down all commitments in pencil rather than trusting your memory. Use planning and scheduling forms and software to help you map out long-term projects.



5) Delegate tasks.

Assign tasks to others when the task is not on your level of expertise. Provide adequate training and feedback on assigned projects.

6) Manage your mail and phone calls.

Sort incoming mail into categories by priority or action. Use voice mail to screen phone calls.

7) Reduce clutter.

Clear your workspace. Keep only the most critical items and information you need daily on the top of your desk. Archive resource materials you rarely use. Toss out duplicate information and materials that will soon be outdated.

8) Stay organized.

Organize files by priority and keep the most important ones within arm's reach. Spend 15 minutes at the end of each day clearing your desk and 15 minutes the next morning planning for your day's activities. Review items one through seven on this list.

<https://www.eannc.com/employees/eight-tips-to-help-you-get-organized-at-work/>

## Tried & True Recipe

Submitted by Carol Seastrand, Part Time Representative

### Easy Fruit Trifle

#### Ingredients

Fresh pineapple  
Fresh strawberries  
Seedless green grapes  
Seedless red grapes  
Bananas



#### Topping

1 ¼ cups milk  
½ cup sour cream  
8 oz. crushed pineapple  
1 (3.25 oz) package instant banana cream pudding, dry

#### Instructions

- 1) Layer fruit in a large bowl or trifle bowl.
- 2) For the topping, whisk all ingredients together until well combined. Spread over the top of trifle.
- 3) Arrange any extra fruit on top for a pretty presentation.

## GAEOP Meet & Confer 2019-2020

Submitted by Teresa Himmelberger, CEOE, GAEOP President

GAEOP has completed our Meet and Confer with Administration and it has been approved by the Board of Education. This information is for contract office professionals only. The hourly employees received a big increase this year as well. Salary schedules have been updated by Human Resources. We are appreciative of the support we receive from the Board of Education and Administration.

~ Fund 3.5% Cost of Living Allowance (COLA) adjusted to the base of the secretary salary schedule (effective July 1, 2019).

~ A one-time bonus of 4%.

- Bonus money will be paid by November 30, 2019.
- Employee must be hired by November 1, 2019 to qualify for the bonus.
- Employee must be employed through December 31, 2019 to qualify for the bonus.
- Bonus money will be calculated on base salary only.

~ Fund incremental steps and lanes for the 2019-20 contract year.

~ Continue to fund insurance programs offered to contract employees with no increase.

~ Continue training fund of \$20,000 with \$5,000 carryover, not to exceed \$25,000.

## Annual GAEOP Professional Development Day

Submitted by Teresa Himmelberger, CEOE, GAEOP President

### "Always Stand Tall" GAEOP Professional Development Day 2019

On May 30, at Skyline High School, 225 office professionals gathered for the annual GAEOP Professional Development Day. This day is set aside for all office professionals to learn, share, and network with others.

The keynote speaker, Ms. Georgette Council, CEOE from South Carolina, kicked off the morning by giving us some great information on "Stepping into Your Purpose." The remainder of the day was full of classes such as, "Customer Service, Yes, Being Nice is Your Job," "Don't forget your PB and J (Professionals Behaviors on the Job)," "Suicide Awareness and Prevention," "Generationally Speaking," "Workplace Violence," and other work sessions.

A delicious lunch was served by Isabella's Catering, while the business of GAEOP was conducted. The 2019-2020 GAEOP Executive Board was introduced by NAEOP Past President, Wendy Heslink, CEOE (see page 8 for information on the 2019-20 GAEOP Board.) Our Metos Student Scholarship recipient, Eduardo Flores-Gonzalez, from Granger High, who also attended GTI in business, was introduced by Gayna Breeze, Scholarship Chairman.

Information on the upcoming NAEOP Conference to be held in Salt Lake City, July 20-24, 2020, at Little America Hotel was presented. It was a fabulous day for those who attended, with some great information exchanged.



Keynote Speaker



"Always Stand Tall"



Isabella's Catering



NAEOP Conference 2020



Attendees at Skyline High



Baskets/50/50

## Granite Certified Professional Standards Program (GCPS)

### Professional Standards Program (PSP) Corner

Submitted by Gayna Breeze, CEOE, Administrative Representative

Did you know that you don't have to be a contract employee to earn your PSP? Part-time office professionals who work at least 20 hrs./week out of the same budget qualify to work on earning their certification. This month we would like to recognize the following non-contract office professionals who qualified for a PSP stipend this past year. CONGRATULATIONS!

<b>Kris Barr</b> , Bonneville Jr.	Entry	<b>Tammy Pearce</b> , Taylorsville High	Entry
<b>Michelle Clark</b> , Accounting	Bachelor's	<b>Susan Peterson</b> , Matheson Jr.	Intermediate
<b>Heidi Clark</b> , District Office	Bachelor's	<b>Keelee Powell</b> , Orchard Elementary	GCOP
<b>Beverly Fairclough</b> , Monroe Elementary	Intermediate	<b>Carol Seastrand</b> , Taylorsville High	GCOP
<b>Jennifer Jackson</b> , Eisenhower Jr.	Bachelor's	<b>Julie Shorts</b> , Kearns High	GCOP
<b>Diana Miller</b> , Taylorsville Elementary	Entry		

Whether you are a contract employee or non-contract, invest in yourself by investing in learning then save your certificates to help you earn or keep your Granite Certified Office Professional (GCOP) or NAEOP Professional Standards Program (PSP).

For information about the stipend the Granite School District offers to office professionals who earn these professional certificates, please visit the GAEOP website, [gaeop.weebly.com](http://gaeop.weebly.com), under the PSP/GCOP tab.

If you have any GCOP/PSP related questions, feel free to contact Gayna Breeze [gbreeze@graniteschools.org](mailto:gbreeze@graniteschools.org)

## “Going the Extra Mile” Award

Submitted by Kathy Woodruff, GAEOP Secretary

The Granite Association of Educational Office Professionals (GAEOP) Executive Board implemented the “Going the Extra Mile Award” to recognize all outstanding office professionals who go “above and beyond” their usual duties. (see example below)

This program will recognize the amazing secretaries, receptionists, attendance and guidance counselor clerks, bookkeepers, registrars, and other office staff that help make the district amazing.

Click on this link <https://forms.gle/X4bN6EEEfPdW6SgRA> to be taken to a google doc which will allow you to nominate a deserving individual or you may fill out a postcard found at the main office of the school. Each month a committee of up to 10 individuals, will select a monthly recipient by the merit of the nomination, not *who* the nomination is about. The deserving recipient will receive a \$ 25.00 Amazon gift card. At the end of the year, a vote is taken from a committee with all the winners of the year to award an overall GEM recipient. He/she will be recognized at our professional development day in May.

We appreciate your help as we strive to recognize our office professionals and their efforts to make Granite School District great.

We are looking for:

- An office professional who provides the highest quality of service even when working through a difficult situation with a patron, student or faculty member.
- A Team Player who takes initiative to come to the aide of others who are in need of help completing a stress filled assignment or task.

“Going the Extra Mile” example:

*“We had a parent and student come in who had been given the runaround from several different places. They had been sent to two different schools, the district office and were now being sent to another school with little hope of a resolution. The mother and child came into our office in tears and frustrated seeking directions to their next destination. The secretary had the mother and child sit in our office, comforted the parent and began to do some investigating. After about a half hour of searching she was able to find the exact place the mother and child needed to go, and she made a phone call to the person they needed to see to make them aware the mother and child were on their way. She did the right thing by taking the time to help someone, even when it wasn't her problem to solve.”*



## Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP Vice President

Jane Bracken	College and Career Readiness
Cindy Briggs	Taylorville High
Stacey Bushell	School Accountability
Lisa Cannon	Olympus High
Karin Cooper	Roosevelt Elementary
Tiffany Ellingsworth	Hunter High
Kimberly Gilbert	Olympus High
Sheyla Holt	Bates Center
Jessica Inman	Pleasant Green Elementary
Lindsey Larsen	Special Education – Elementary
Donna Leppink	Fremont Elementary
Chelsey Montez	Benefits
Jennifer Newland	Hunter High
Kelly Oveson	Bates Center
Jessica Padmos	West Valley Elementary
Laura Peterson	Skyline High
Kacie Pfeil	Cottonwood High
Audrey Price	Cyprus High
Stephanie Rodriguez	Cyprus High
Nicole Startup	Pioneer Elementary
Amy Wolters	Vista Elementary

## Scholarship Information

### 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. The scholarship is named in honor of Winona Fullmer, a GAEOP Past President, and is valued at \$250.

### Helen P. Metos Student Scholarship

This scholarship is designed to assist students who wish to continue their education in business or office-related careers, preferably in the education field. This scholarship is named in honor of Helen P. Metos, a GAEOP Past President, and is valued at \$500.

### NAEOP Conference Member Scholarship

The NAEOP Conference Member Scholarship is designed to assist members of the Granite Association of Educational Office Professionals who are pursuing a Professional Standards Program (PSP) Certificate or Granite Certified Office Professional (GCOP) through continuing education. GAEOP provides up to \$750 towards registration/air fare for an individual to further their knowledge, networking and professional development credit for attending a NAEOP Conference.

## The Benefits of GAEOP Membership

GAEOP is a voice for office professionals within the district.

**WITHOUT MEMBERSHIP-THERE IS NO ASSOCIATION.**

GAEOP provides...

- \*An advisory committee established by the President. Meetings are held to discuss issues for secretaries. Members of the GAEOP board also meet with Administration during Meet and Confer
- \*Quarterly Training and In-service Opportunities. Attending these trainings will help you learn new skills and earn your PSP/GCPS certification. That equals more \$\$ for you
- \*"The LINK" monthly newsletter
- \*Opportunities to network with other secretaries to create support systems and friendships
- \*You are recognized with a small gift on your birthday and Office Professionals Week
- \*Professional Development Day planned for all office professionals

Renewing or joining is easy! Say yes to payroll deduction and a one-time charge of \$15 will be taken from your next paycheck. Payroll deduction simplifies the process and gives an accurate record. Checks will still be accepted.

To sign up, renew, or questions - email Diane Roberts, Membership Chair at: [drobot2@graniteschools.org](mailto:drobot2@graniteschools.org)

Yes! Please sign me up to be a member of GAEOP for the 2018-19 school year. My method of payment is...

Payroll deduction (\$ 15.00 annually)

Check enclosed # \_\_\_\_\_

My birthday (month and day) \_\_\_\_\_ Employee # \_\_\_\_\_ (for payroll deduction)

Name \_\_\_\_\_

Location \_\_\_\_\_

New Member \_\_\_\_\_ or Renew \_\_\_\_\_

Please interoffice the tear-away section to Diane Roberts @ Bridger Elementary or Teresa Himmelberger @ Payroll. Thanks!

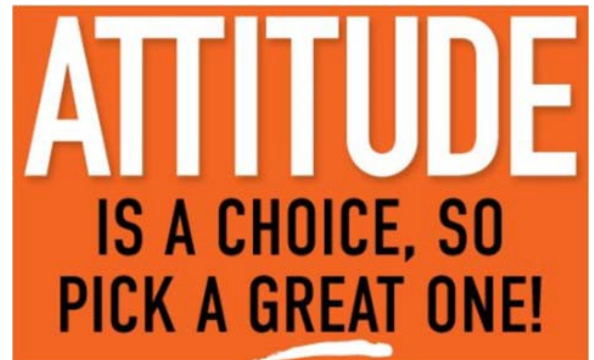


### Dates and Deadlines

August 19, 2019	First Day of School
August 20, 2019	LINK articles due for September
September 2, 2019	Labor Day
September 15, 2019	PSP Filing Date (NAEOP)
September 20, 2019	LINK articles due for October
September 23-26, 2019	SEP Conferences
September 27, 2019	Comp day for SEPs
October 17-18, 2019	Fall Recess
October 20, 2019	LINK articles due for November
October 25, 2019	Technology Classes - TBD
November 20, 2019	LINK articles due for December
November 27-29, 2019	Thanksgiving Recess
January 10, 2020	Technology Classes - TBD
May 28, 2020	GAEOP Professional Development Day
July 20-24, 2020	NAEOP Annual Conference

### Our Ripples

*Submitted by Stephanie Rees, GAEOP Newsletter Editor*



~ Sam Glenn

# National Days and GAEOP Member Birthdays

What fun day does your birthday fall on?

## July

- 1 Gingersnap Day**  
Jackie Wilkinson  
*Human Resources*
- 2 I Forgot Day**
- 3 Chocolate Wafer Day**
- 4 Caesar Salad Day**  
Laura Atkinson  
*Granite Connections*
- 5 Hawaii Day**
- 6 Friend Chicken Day**  
Jennifer Vargo  
*Kennedy Jr*
- Lisa Turner**  
*Morningside Elem*
- Stormy Goeckeritz**  
*GEF*
- 7 Macaroni Day**  
Leisl Leystra  
*Bennion Elementary*
- Kathie Woodruff**  
*Jefferson Jr*
- 8 Chocolate with Almonds Day**
- 9 Sugar Cookie Day**  
Kennie Schlappi  
*Transportation*
- 10 Pina Colada Day**  
Andrea Ingleby  
*Valley Crest Elementary*
- 11 Blueberry Muffin Day**
- 12 Simplicity Day**  
Shelly del Bosque  
*Granger Elementary*
- 13 French Fry Day**  
Virginia Glaittli  
*Beehive Elementary*
- 14 Mac & Cheese Day**  
Lindsay Fidler  
*Home Hospital*
- Cindy Mcclleve**  
*Matheson Jr*
- 15 Give Something Away Day**
- Rocio Cuenca**  
*Granger High*
- 16 Corn Fritters Day**  
JeAnne Jenkins Ellis  
*GEF*
- Irene Schiers**  
*Hunter High*
- Vicki Platt**  
*Orchard Elementary*
- 17 World Emoji Day**
- 18 Sour Candy Day**  
Nancy Heckenliable  
*Kearns High*
- 19 Talk in an Elevator Day**  
Crystal Walker  
*Skyline High*
- 20 Lollipop Day**  
Julye Jex  
*Career & Tech Ed*
- 21 Junk Food Day**  
Lynette Mayhew  
*Maintenance*
- 22 Hammock Day**  
Amanda Johnson  
*Cyprus High*
- 23 Vanilla Ice Cream Day**  
Annie Jarman  
*Woodstock Elementary*
- 24 Cousins Day**  
Holly Dimond  
*Oakwood Elementary*
- Christy Anderson**  
*YESS*

- 25 Merry-Go-Round Day**
- 26 Aunt/Uncle's Day**  
Lindy Watts  
*Granite Connection High*
- Nachely Gonzalez**  
*Granite Park Jr*
- 27 Walk on Stilts Day**  
Julie Bugger  
*Cyprus High*
- Cynthia Turner**  
*Kennedy Jr*
- Carol Seastrand**  
*Taylorville High*
- 28 Chocolate Milk Day**  
Elisa Jenkins  
*School Accountability*
- 29 Lasagna Day**
- 30 Cheesecake Day**  
Suzy Peterson  
*Matheson Jr*
- Lisa Boman**  
*Millcreek Elementary*
- 31 Avocado Day**  
Corinne Jones  
*Cyprus High*
- Heidi Bowles**  
*Evergreen Jr*



## August

- 1 Girlfriends Day**  
Susan Law  
*Elk Run Elementary*
- 2 Ice Cream Sandwich Day**  
Amy Wolters  
*Vista Elementary*
- 3 Watermelon Day**  
Vanessa Park  
*Accounting*
- Tracy Baumgartner**  
*Prevention & Student Pl*
- Nancy Carter**  
*Special Ed*
- 4 Chocolate Chip Cookie Day**  
J. Alexandra Christensen  
*Ed Equity*
- 5 Work Like a Dog Day**  
Alberta Hertel  
*Sandburg Elementary*
- 6 Root Beer Float Day**  
22 Tooth Fairy Day
- 7 Lighthouse Day**  
Leesa Rij  
*Moss Elementary*
- 8 Frozen Custard Day**  
Maren Erickson  
*Bonneville Jr*
- Holly Crawford**  
*Driggs Elementary*
- Gloria Wcislo**  
*Millcreek Elementary*
- 9 Book Lovers Day**  
Jolene Nelson  
*Cyprus High*
- 10 Lazy Day**
- 11 Son's/Daughter's Day**
- 12 Middle Child Day**
- 13 Left-handers Day**
- 14 Creamsicle Day**
- 15 Relaxation Day**
- 16 Roller Coaster Day**  
Carina Anderson  
*Information Systems*
- 17 Thrift Shop Day**
- 18 Fajita Day**
- 19 Soft Ice Cream Day**
- 20 Radio Day**  
Charity Flanagan  
*Wasatch Jr*
- 21 Senior Citizens Day**
- 23 Sponge Cake Day**  
Oliana Pulou  
*Academy Park Elementary*
- 24 Waffle Day**  
Debbie Larsen  
*Oakwood Elementary*
- 25 Banana Split Day**
- 26 Dog Day**  
Monica Berenice Monuz Gaytan  
*Granger High*
- 27 Just Because Day**  
Shirley Ayrton  
*Curriculum*
- 28 Bow Tie Day**
- 29 Chop Suey Day**
- 30 Toasted Marshmallow Day**
- 31 Trail Mix Day**



“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:

**Stephanie Rees**  
Diamond Ridge Elementary  
385-646-2680  
[srees@graniteschools.org](mailto:srees@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



“Always Stand Tall”



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

Visit Our Website

[www.gaeop.weebly.com](http://www.gaeop.weebly.com)

Granite School District  
2500 S State Street

## 2019-2020 GAEOP Board Members

### President

**Teresa Himmelberger, CEOE**  
Payroll Office  
385-646-4311  
[thimmelberger@graniteschools.org](mailto:thimmelberger@graniteschools.org)

### Vice President

**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  
[djwilliams@graniteschools.org](mailto:djwilliams@graniteschools.org)

### Historian

**Jackie Hale**  
Oakridge Elementary  
385-646-4936  
[jhhale@graniteschools.org](mailto:jhhale@graniteschools.org)

### Membership Chair

**Diane Roberts**  
Bridger Elementary  
385-646-4774  
[droberts2@graniteschools.org](mailto:droberts2@graniteschools.org)

### Administrative Representative

**Gayna Breeze, CEOE**  
Planning & Boundaries  
385-646-4409  
[gbreeze@graniteschools.org](mailto:gbreeze@graniteschools.org)

### Executive Representative

**Diana Pennington**  
Support Services  
385-646-4597  
[dpennington@graniteschools.org](mailto:dpennington@graniteschools.org)

### Elementary Representative – East

**Leanne Helbling**  
Crestview Elementary  
385-646-4804  
[ldhelbling@graniteschools.org](mailto:ldhelbling@graniteschools.org)

### Elementary Representative – West

**Andrea Ingleby**  
Valley Crest Elementary  
385-646-5061  
[laleystra@graniteschools.org](mailto:laleystra@graniteschools.org)

### Secondary Representative *Michelle Raymond*

Kearns Jr. High  
385-646-5208  
[mraymond@graniteschools.org](mailto:mraymond@graniteschools.org)

### Part Time Employee Representative

**Carol Seastrand**  
Taylorsville High  
385-646-5455  
[cseastrand@graniteschools.org](mailto:cseastrand@graniteschools.org)

## 2019-2020 GAEOP Advisory Committee

- Don Adams - Assistant Superintendent, Support Service
- Ben Horsley - Communications
- Patrick Flanagan - Human Resources
- Donnette Mcneill-Waters - Human Resources
- Teresa Himmelberger - GAEOP President, Payroll Office
- Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary
- Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High
- Michelle Raymond – GAEOP Secondary Rep, Kearns Jr. High
- Jackie Hale – GAEOP Historian, Oakridge Elementary
- Andrea Ingleby – GAEOP Elementary West, Valley Crest Elementary

The advisory committee meets several times a year to discuss issues concerning the Granite School District office professionals.