

# The Link

July/August 2020

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



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*



Welcome back to a new school year. I hope you were able to enjoy some fun activities during the summer. Back in the spring, when the pandemic first hit us, I received an email with an opportunity to experience a group of individuals, sharing inspiration and words of encouragement via video. This was put together by Jon Gordon and Daniel Decker, American authors. As part of this opportunity, I subscribed to Jon Gordon's 'Daily Positive' emails. Among the emails I receive, this one seemed applicable with all we have been going through. Admittedly, there are days I just feel like things will never get better, which makes it difficult to get through the day, but, when I receive things like this, it helps to reset my perspective so I felt it was important to share.

1. *Attack the day/week with enthusiasm*
2. *Stay positive*
3. *Be thankful*
4. *Learn, improve, grow*
5. *Be a blessing to others*
6. *Replace HAVE TO with GET TO*
7. *Focus on Solutions*
8. *Control the controllables*
9. *Let go of things you can't control*
10. *Be your best*

Due to the COVID-19 pandemic, the NAEOP Conference that would have been held here in Salt Lake City, July 20-24, 2020, turned into NAEOP's first ever virtual conference. Sam Glenn was the opening Keynote Speaker, and as always, he had us laughing and thinking about ways to stay positive amidst all the things we are experiencing this year. The conference ended with Rhonda Scharf, encouraging us to be 100% responsible for ourselves. "Accept it, Change it, Leave it." There were great classes to choose from in the online/virtual presentations. The personal interactions with our colleagues was

definitely missed. Overall it was a great conference with up to 25 hours of in-service credit. NAEOP also recognizes affiliate websites and newsletters each year with awards given to the top affiliates in the country. Our very own "The LINK" was honored again with first place in the Rachel Maynard Communication award. I am proud of the contributions of the editor, Stephanie Rees, the newsletter committee, and the GAEOP Board, for publishing fabulous information which has earned us the top spot.

The 2020-21 GAEOP Board held its first board meeting in June at the district office. Much was discussed to get ready for the new year. The board members are enthusiastic and ready to get to work. Kathie Woodruff, PD Committee Chairman, is working on professional development classes for this school year. If you have ideas of what you would like to see offered, please reach out to her at [klwoodruff@graniteschools.org](mailto:klwoodruff@graniteschools.org). The first group of classes will be offered online October 23. Be sure to check out our website, [gaeop.weebly.com](http://gaeop.weebly.com) for additional information on programs we offer.

"Bloom Where You Are Planted" is our theme, which fits perfectly for this coming year. Plant your own garden instead of waiting for someone to bring you flowers.

I look forward to another great year with GAEOP.

*Teresa Himmelberger, CEOE  
GAEOP President*





**In the Spotlight**

**New GAEOP Board Members Spotlight**

*Submitted by Jessica Inman, Newsletter Committee*

**Kelly Franz - Cottonwood Elementary**



Kelly has been with Granite since 2016 as the Principal Secretary at Cottonwood Elementary. She is a fun, organized person and her laugh is infectious. She loves music and plays the Ukulele in her spare time, when she is not taking her dog to the park.

She has served on the professional development day committee and loves being involved with GAEOP.

**Carol Berlin - Teaching & Learning**



Carol has been with the district for 17 years in a variety of positions. She is currently the Executive Secretary in the Student Learning and Support Office.

Carol has served previously on the GAEOP Board. She is a team player, and enjoys helping people succeed. She also makes some pretty good chocolate chip cookies.

**Brooke Obray - Membership**



Brooke has been with the district for two and half years, starting in Nutrition Services and now in Planning and Boundaries. She is married and has two dogs she loves. She is passionate and hopes to bring this to the position. Coming from the outside work force, she feels she can bring an outside perspective.

**2020-21 GAEOP Board Members**



Top row from left to right: Kelly Franz, Celeste Bauer, Teresa Himmelberger, CEOE, Julianne Hamblin, CEOE, Jessica Inman. Bottom row from left to right: Carol Seastrand, Gayna Breeze, CEOE, Carol Berlin, Brooke Obray, Cindy McCleve, Kathie Woodruff, Sheyla Holt. (not pictured) Jackie Hale, Bonnie Seastrand.

**2020 - 2021 Board Members and Assignments**

**President - Teresa Himmelberger**

Meet & Confer/Advisory/PDD/*The LINK*

**President Elect - Julianne Hamblin**

Bylaws/Nominations/Elections

**Secretary -Kathy Woodruff**

Professional Development

**Membership - Brooke Obray**

Membership

**Historian - Jackie Hale**

GEM Awards

**Treasurer - Sheyla Holt**

Budget and Finance

**Executive - Carol Berlin**

Mentoring Program

**Administrative - Gayna Breeze**

GEM Awards/GCOP/PSP

**Secondary - Celeste Bauer/Cindy McCleve**

Student/Member Scholarships

**Elementary West - Bonnie Seastrand**

Public Relations

**Elementary East - Kelly Franz**

Office Professional Week

**Part Time - Carol Seastrand**

Service Projects

### Professional Development Day

Submitted by Teresa Himmelberger, CEOE, GAEOP President

May definitely brought some new challenges in learning. With the pandemic, we switched to an online professional development day. It was a great day despite some hiccups. Our Keynote Speaker, Michelle Porcelli and our Educational Technology team helped make the day a success. With classes on Collaboration Tools, Microsoft Excel, Microsoft Tips and Tricks, Outlook Etiquette and Calendaring, One Note, and a fabulous class on "The Invaluable Office Professional." There was something for everyone. Thank you to all those that participated in our online basket fundraiser. The winners were:

**Marguerita Davila-Telck, Olympus Jr.**

**Doreen Yates, Special Education**

**Deanne Hampson, Eastwood Elementary**

**Virginia Glaittli, Beehive Elementary**

**Sharon Chaus, Hunter High**

The 2020-21 GAEOP Board was installed via Zoom by NAEOP Past President, Wendy Heslink. We are certainly grateful for technology to conduct business. Thank you to all who participated in the day. **Mark your calendar for next year, June 10, 2021.**



### Certification Programs

Submitted by Gayna Breeze, CEOE, GAEOP Administrative Rep

#### What is GCPS? (Granite School District)

Granite Certified Professional Standards program (GCPS) is a program to encourage professional growth through education. In-service/education credit hours obtained can be turned in with an application process to acquire a professional certificate through (GCPS). Depending on the number of hours, a stipend amount can be paid each year (to be divided over 24 paychecks). Hourly secretaries can qualify for a one-time stipend (the dollar amount will be prorated based on the number of hours worked) and will be paid in June/July. [GCPS application](#)

#### What is PSP? (National)

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally. You must be an active or retired NAEOP member to qualify. The program is designed as a series of five levels in Option I and nine levels in Option II. *For more information or to request a pamphlet, email: [staff@naeop.org](mailto:staff@naeop.org) or visit the [PSP page](#) at the NAEOP web site, [naeop.org](http://naeop.org)*

### Tried & True Recipe

Submitted by Jessica Inman, Pleasant Green Elementary

#### Copycat Orange Julius

##### Ingredients

- 1 (12 oz) can frozen orange juice concentrate partially thawed
- 1 cup milk
- 1 cup water
- 1/3 cup sugar
- 1 tsp vanilla extract
- 12 ice cubes



##### Instructions

Put all the ingredients into the blender. Liquids first, then ice. Place the lid on. Then process all ingredients together until frothy.

Pour into glasses. Serve with an orange slice.

### GAEOP Meet & Confer 2020-21

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. Salary schedules have been updated by Human Resources. We are appreciative of the support we receive from the Board of Education and Administration.

1. Fund 5% Cost of Living Allowance (COLA) adjusted to the base of the secretary salary schedule (effective July 1, 2020).
2. A one-time bonus of 4%.
  - Bonus money will be paid on November 30, 2020.
  - Employee must be hired by November 1, 2020, to qualify for the bonus.
  - Employee must be employed through November 30, 2020, to qualify for the bonus.
  - Bonus money will be calculated on base salary only.
3. Fund incremental steps and lanes for the 2020-2021 contract year.
4. Continue to fund insurance programs offered to contract employees with no increase.
5. Continue training fund of \$20,000 with \$5,000 carryover, not to exceed \$25,000.



# Tips and Tricks

*Submitted by Jessica Inman, Pleasant Green Elementary - GAEOP Newsletter Committee*

## Distance Learning Tips & Tricks: Secretary Edition

I have seen many articles and social media posts on distance learning tips and tricks for students and teachers, but I have yet to see anything that focuses on the support staff or secretaries that have so diligently remained at the forefront of distance learning to ensure that all families and staff are as successful as possible. I have researched some suggested tips & tricks and came up with the following MUSTS to survive distance learning as support staff.

### Mindset

Don't panic. Take a moment to recognize that although putting a system in place for distance learning may seem daunting, or less effective than what you are used to as a brick-and-mortar school, this is temporary. Try to let any defenses you might have go and enter into the mindset that this is a way of meeting your students' and families' needs during this unprecedented time. Distance learning is different and takes time to master well for all parties involved. Try to approach this with the spirit of a learner and adventurer, and be open to doing things differently. Also have patience with your teachers, parents, students, and yourself. Each of us is being challenged and learning new things in one capacity or another. Take time to reboot. Venturing into the unknown is intimidating and mentally exhausting. When you are feeling overwhelmed in the moment, take a step back to calm yourself. Whether this is a quick walk around the school or even taking a minute to read or listen to some inspirational music. Take care of you.

### Be a source of information

In addition to handling questions from teachers related to taking lessons online and troubleshooting tech issues, it is important school leaders also take on the role of chief information officer for the school community. Utilize your social media accounts, website, and PTA to post the most up-to-date information you have. Assess this information daily. We all know how quickly things have changed during this unprecedented time and ensuring that our families have accurate information will help lessen the burden of answering questions. Be sure instructions and expectations are clearly stated and in line with district policies. This will eliminate the need to send out corrected information to items previously sent out to the community.

### Nuts and Bolts

Familiarize yourself with your technology resources. It is likely you will become the support for staff, students, and parents. Take some time to get to know the Chromebook and the software that students and staff will be expected to use to complete distance learning requirements. Organize your space. It is likely you will have added responsibilities you have never had on your plate before. For instance, logging Chromebook check-out information and damages, as well as making and distributing packets to those that need them. Or even calling parents and students struggling to see how you can support their needs. Use your space and resources to effectively organize this information as well as have it readily available to anyone who might need to see it. Have a plan. Anytime there is a new challenge to tackle (like distributing hundreds of Chromebooks to families within a day or two notice), create a well organized plan. Rally your troops to execute this plan and be sure they, too, understand the expectations. Once the plan is ready, share the information with those who need it.

### Be a Source of Support

**For the Staff.** Be willing to go the extra mile to ensure the staff and teachers are able to work most effectively for their students. Keep in mind our end goal is to provide an education to our students in the best way possible.

**For the Students.** Be willing to make those phone calls or even Google Meets to those kids who need the extra help and emotional support. Letting them know you are still there, though in a different capacity, will do wonders for their ability to believe they can be successful in this environment as well.

**For the Community.** Every family is different and in turn, their needs are different. While one parent might just need a place to vent, another parent might need daily reassurance they are doing the best they can. We have students from all different backgrounds and situations. Be willing to support our families in whatever capacity they might need.

### Citations:

*National Association of Independent Schools. NAIS. (2020, Summer) Tips for Setting Up Temporary Distance Learning at Your School. Retrieved from <https://www.nais.org/articles/pages/tips-for-setting-up-temporary-distance-learning-at-your-school/>*  
*Edutopia. Sara Gonser. (2020, March 25) Tips for Principals Shifting Their Schools to Distance Learning. Retrieved from <https://www.edutopia.org/article/tips-principals-shifting-their-schools-distance-learning>*

## Going the Extra Mile “GEM” Award

Submitted by Gayna Breeze, CEOE, GAEOP Administrative Rep



The Granite Association of Educational Office Professionals (GAEOP) Executive Board implemented the GEM “Going the Extra Mile Award” to recognize all outstanding office professionals who go “above and beyond” their usual duties. 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/Q5WCje6L4UMTF8i9> to be directed to a Google Doc which will allow you to nominate a deserving individual, or anyone may scan the QR code on the 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 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 who are in need of help completing a stress filled assignment or task.

*Congratulations!*

2019-2020 “Going the Extra Mile” Grand Winner  
Trinda Burdett, Educational Technology



Pictured left to right: Trinda Burdett, Chris Larsen, Josh Whiting, Cherie Anderson, Jennifer Peirce, Kacie O’Maley, Alyssa Carraway, and Kathie Woodruff, GEM Committee Chairman

## Welcome Office Professionals

Submitted by Julianne Hamblin, CEOE, GAEOP President Elect

### Changing Scenery

Each year we have new individuals arriving in Granite, as well as a few transfers. Take a minute to say hello to those who are getting used to new scenery and responsibilities.

### New

Tamara Bardsley	Evergreen Jr. High
Jaclyn Brunson	Preschool Services
Isamar Chavarria Bahena	Granger Elementary
Cristi Green	Olene Walker Elementary
Jeanette Liddell	Copper Hills Elementary
Anne McKenzie	Kennedy Jr. High
Tara Nelson	Silver Hills Elementary
Angelia Olsen	Purchasing
Shelia Pe’a	Hunter Elementary
Ty Whiting	Elk Run Elementary

### Transfers

Cherilyn Bramall	Jackling Elementary
Stacy Bushell	Superintendent’s Office
Lesa Campbell	Warehouse
Kathy Goodfellow	School Leadership & Improvement
Lafo Tonga	Taylorville High

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

## Believe and Achieve Scholarship

Submitted by Julianne Hamblin, CEOE, GAEOP President Elect



We are pleased to recognize Martha Manzanera as the 2019-2020 Believe and Achieve Scholarship recipient. Martha is a graduate from Hunter High. The scholarship committee, along with several staff from Hunter High, had the pleasure of presenting the award and a \$250 check to Martha at her home. Martha will be one of the first members of her family to attend college, and she takes her responsibility as a role model and mentor very seriously. She has cared for her siblings and assisted them with their homework for many years as their parents worked hard to provide for the family’s needs. She spent time after her own school day volunteering and tutoring students at Esperanza Elementary. Martha has made time to play volleyball at school, and participate in Key Club and AVID. She served as the AVID Council President this last year.

Martha describes high school as an adventure and is excited to take on the challenge of pursuing a higher education. She said, “Throughout my life I have realized what brings me joy is giving joy to others. From feeding the elderly in a retirement home, to playing bingo with them, to helping tutor elementary students, that is what bring me joy.”

We wish Martha the best in her education endeavors.

# 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 is established by the President. Meetings are held to advocate for office professionals
- \* Members of the GAEOP Board also meet with administration during Meet and Confer
- \* Quarterly training and in-service opportunities. Attending these helps you learn new skills and earn your PSP/GCPS certification
- \* *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 Administrative Professionals Week
- \* Professional Development Day planned for all office professionals

Renewing or joining is easy! For an annual fee of \$ 15.00. Contract employees will have an auto deduct each renewal year, hourly employees will need to provide a check or cash each year.

To sign up, renew, or ask a question - email Brooke Obray, Membership Chairman, at [baobray@graniteschools.org](mailto:baobray@graniteschools.org).

Yes! Please sign me up to be a member of GAEOP for the 2020-21 school year. My method of payment is...

\_\_\_ Payroll deduction (\$ 15.00 annually – **contract employees only**)

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

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

Name \_\_\_\_\_

Location \_\_\_\_\_

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

## Dates & Deadlines

August 20, 2020	<i>The LINK</i> articles due for September
August 24, 2020	First Day of School
September 7, 2020	Labor Day
September 15, 2020	PSP Filing Date (NAEOP)
September 20, 2020	<i>The LINK</i> articles due for October
September 22-24, 2020	SEP Conferences
September 25, 2020	Comp day for SEPs
October 20, 2020	<i>The LINK</i> articles due for November
October 23, 2020	GAEOP Online PD classes
November 20, 2020	<i>The LINK</i> articles due for December
November 25-27, 2020	Thanksgiving Recess
January 15, 2021	GAEOP Online PD Classes
June 10, 2021	GAEOP Professional Development Day
July 13-16, 2021	NAEOP Annual Conference, Pittsburgh, PA

## Our Ripples

*Submitted by Teresa Himmelberger, GAEOP Newsletter Editor*

"When you start your day with gratitude you create a fertile mind and heart that is ready for great things to happen. When you feel blessed you can't be stressed. Don't worry about the day. Take it on with power and positivity."  
 Jon Gordon

## National Fun Days and GAEOP Member Birthdays

What fun day falls on your birthday?

### July

<b>1 International Joke Day</b> Jackie Wilkinson Human Resources	<b>13 Embrace your Greekness Day</b> Virginia Glaittli Beehive Elementary	<b>27 Walk on Stilts Day</b> Carol Seastrand Taylorsville High	<b>9 Book Lovers Day</b> Jolene Nelson Cyprus High	<b>24 Waffle Day</b> Debbie Larsen Oakwood Elementary
<b>2 World UFO Day</b>	<b>14 Pandemonium Day</b> Lindsay Fidler Home Hospital	<b>28 Milk Chocolate Day</b>	<b>10 Lazy Day</b>	<b>25 Kiss and Make up Day</b>
<b>3 Plastic Bag Free Day</b>	<b>15 Gummi Worm Day</b>	<b>29 Lasagna Day</b>	<b>11 Son &amp; Daughter Day</b>	<b>26 Dog Appreciation Day</b> Monica Berenice Monuz Gaytan Granger High Stephanie Rodriguez Cyprus High
<b>4 Sidewalk Egg Frying Day</b> Laura Atkinson Granite Connections High Cindy McCleve Matheson Jr.	<b>16 Corn Fritters Day</b> Vicki Platt Orchard Elementary	<b>30 Cheesecake Day</b> Lisa Boman Millcreek Elementary	<b>12 Middle Child Day</b> Victoria Hardcastle Accounting	<b>27 The Duchess Who Wasn't Day</b> Shirley Ayrton Curriculum
<b>5 Workaholics Day</b>	<b>17 World Emoji Day</b>	<b>31 Uncommon Musical Instrument Day</b> Corinne Jones Cyprus High Heidi Bowles Evergreen Jr.	<b>13 Left-handers Day</b>	<b>28 Bow Tie Day</b>
<b>6 World Kissing Day</b> Jennifer Vargo Kennedy Jr. Lisa Turner Morningside Elementary Stormy Goeckeritz Granite Education Foundation	<b>18 Caviar Day</b> Nancy Heckenliable Kearns High	<b>August</b>	<b>14 Creamsicle Day</b>	<b>29 Chop Suey Day</b>
<b>7 Tell the Truth Day</b> Leisl Leystra Bennion Elementary Kathie Woodruff Jefferson Jr.	<b>19 Stick out your Tongue Day</b>	<b>1 Girlfriends Day</b>	<b>15 Relaxation Day</b>	<b>30 Frankenstein Day</b>
<b>8 Video Games Day</b>	<b>20 Space Exploration Day</b> Julye Jex Career & Tech Ed	<b>2 Sister's Day</b>	<b>16 Tell a Joke Day</b> Carina Anderson Transportation Tresa Brown Kearns Jr.	<b>31 Eat Outside Day</b>
<b>9 Sugar cookie Day</b> Kennie Schlappi Transportation	<b>21 Junk Food Day</b> Lynette Mayhew Maintenance	<b>3 Watermelon Day</b> Vanessa Park Accounting	<b>17 Thrift Shop Day</b> Amy Wolters Vista Elementary	
<b>10 Teddy Bear Picnic Day</b> Andrea Ingleby Valley Crest Elementary	<b>22 Hammock Day</b>	<b>4 Chocolate Chip Cookie Day</b>	<b>18 Mail Order Day</b>	
<b>11 Cheer up the Lonely Day</b>	<b>23 Vanilla Ice Cream Day</b>	<b>5 Work Like a Dog Day</b> Nina Lemon Taylorsville High	<b>19 World Photo Day</b>	
<b>12 Simplicity Day</b>	<b>24 Cousins Day</b> Christy Anderson YESS	<b>6 Fresh Breath Day</b>	<b>20 Chocolate Pecan Pie Day</b> Charity Flanagan Wasatch Jr. J. Alexandra Christensen Ed Equity	
	<b>25 Culinarians Day</b>	<b>7 Lighthouse Day</b> Leesa Rij Moss Elementary	<b>21 Spumoni Day</b>	
	<b>26 Aunt/Uncle's Day</b> Lindy Watts Granite Connection High Nachely Gonzalez Granite Park Jr.	<b>8 Happiness Happens Day</b> Maren Erickson Bonneville Jr.	<b>22 Be An Angel Day</b>	
			<b>23 Ride Like the Wind Day</b> Oliana Pulou Academy Park Elementary	



## 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'd like to join, please contact Brooke Obray, Membership Chair at [baobray@graniteschools.org](mailto:baobray@graniteschools.org). We'd love to have you join us. For more information and application to join GAEOP, see page 6.



Debbie Allen	LaRene Carlson	Leslie George	Leisl Leystra	Kacie Pfeil	Amy Torres
Lorna Allen	Alyssa Carraway	Kimberly Gilbert	Linda Liebman	Vicki Platt	Rafael Torres
Carina Anderson	Emily Cebrowski	Diane Gilmore	Bonnie Linder	Keelee Powell	Monica Tovar
Christy Anderson	Sharon Chaus	Virginia Glaittli	Donna Lloyd	Audrey Price	Lisa Turner
Lezlie Anderson	J. Alex Christensen	Judy Godoy	Jessica Lokeni	Traci Pritchett	Tiffany Vandertooleen
Liliana Arias	Jennifer Christensen	Stormy Goeckeritz	Barbara Longmore	Oliana Pulous	Jennifer Vargo
Norma Asplund	Julienne Christensen	Nachely Gonzalez	Roberto Lopez	Laura Purrington	Cindy Venz
Cheyenne Ashton	Sharon Clark	Jean Gorringer	Kim Lovato	Jill Rasmussen	Jessica Watkins
Dorothy Ann Astin	Michelle Clark	Maria Carmen Guevara	Stephanie Maarse	Michelle Raymond	Lindy Watts
Laurie Atkins	Shawna Cluff	Sarah Guyer	Julene Maddocks	Stephanie Rees	Susan White
Laura Atkinson	Wendy Cochran	Jodi Halaewa	Nancy Madrid	Sandra Riches	Susan A. White
Shirley Ayrton	Karin Cooper	Jaquelin Hale	Karen Manning	Leesa Rij	Jackie Wilkinson
Heather Bankhead	Gwen Coulson	Julianne Hamblin	Jeri Maples	Diane Roberts	Darla Williams
Samantha Basham	Sandi Crosby	Deanne Hampson	Trinidee Marchant	Tiffani Robison	Erin Winkler
Celeste Bauer	Cassie Daley	Victoria Hardcastle	Christine Margetts	Linda Rodriguez	Amy Wolters
Amber Nicole Bears	Marguerita Davilla-Telck	Kelly Hazel	Stephanie Mason	Stephanie Rodriguez	Kathie Woodruff
Jo Beckstrand	Cari Davis	Nancy Heckenliable	Melissa Maughan	Kathy Roos	Erin Wright
Ashley Beesley	Gail Dawson	Leanne Helbling	Lynette Mayhew	Shauna Ross	Doreen Yates
Melodee Bennett	Deborah Despain	Amy Hendrickson	Cindy McCleve	Tanya Sargent	Natalie Yates
Carol Berlin	Dawnette Dial	Wendy Heslink	Anne McKenzie	Kennie Schlappi	
Dawn Binyon	Kim Dixon	Teresa Himmelberger	Stefanie Meier	LuAnn Schroeder	
Cathy Bird	Jami Donio	JaNan Himmer	Marcinda Mohr	Susan Seals	
Jeri Bliss	Sherri Duckworth	Sheri Hoffman-Smith	Chelsey Montez	Bonnie Seastrand	
Lisa Boman	Michelle Eastman	Sheyla Holt	Rachael Morton	Carol Seastrand	
Jeremiah Bott	Brandi Elegante	Pam Hopper	Monica B. Munoz G.aytan	Alicia Sekiller	
Karen Bowden	Rose Elkins	Cindy Huff	Tara Nelson	Ramona Shaw	
Heidi Bowles	Maren Erickson	Teresa Hughes	Jolene Nelson	Ann Shields	
Cheryl Boynton	Cheryl Ervin	Jessica Ibarra	Jennifer Newland	Megan Shipley	
Jane Bracken	Marilee Evans	Andrea Ingleby	Kim Nickerson	Julie Shorts	
Cherilyn Bramall	Teresa Evans	Jessica Inman	Carol Niebuhr	Samantha Simister	
Gayna Breeze	Beverly Fairclough	Toni Ipson	Tina Nielsen	Deanne Slade	
Sally Breinholt	Lindsay Fidler	Jennifer Jackson	Brooke Obray	Nicole Smauldon	
Cindy Briggs	Melody Fisher	Deann Jensen	Samantha Ohara	Bonese Snarr	
Cris Brimley	Charity Flanagan	Julye Jex	Stephanie Ostendorf	Gaylawn Starnes	
Heidi Brooks-Hansen	Marilyn Floyd	Brittany Jolley	Kelly Oveson	Shawni Steiger	
Ruth Brown	Kristen Fors	Ann Jones	Vanessa Park	Faith Stevens	
Tresa Brown	Michelle Foster	Corinne Jones	Kari Parry	Linda Stevenson	
Sandra Brunson	Leasa Foust	Jennifer Justesen	Debbie Paul	Aleshia Stutz	
Trinda Burdett	Diane Fowler	Gloria Kidd	Jamey Pease	Lana Sutton	
Stacy Bushell	Leslie Frank	Jana Klein	Jacki Percy	Shirlene Teigen	
Courtney Call	Kelly Franz	Lindsay Koehler	Milena Pehar	Katie Tibbitts	
Lesia Campbell	Lyndsay Fraser	Sabrina Koehler	Diana Pennington	Darla Tolman	
Jesie Canning	Tempest Fullmer	Debbie Larsen	Angie Pester	Marie Tomlinson	
Marcia Cannon	Yvonne Garcia	Lindsey Larsen	Lorraine Peterson	Ettie Tonga	
Kris Carlson	Joni Garrett	Nina Lemon	Andrea Petty	Lafo Tonga	





"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:

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(385) 646-4311

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**Jessica Inman**

Newsletter Committee  
Pleasant Green Elementary

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

The deadline for contributing materials is the 20<sup>th</sup> of each month.

GAEOP is affiliated with  
NAEOP

National Association of  
Educational Office Professionals



**"Bloom Where You Are Planted"**



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Granite School District  
2500 S State Street

## 2020-2021 GAEOP Board Members

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## 2020-2021 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Teresa Himmelberger, CEOE, GAEOP President

Julianne Hamblin, CEOE, GAEOP President Elect

Kathie Woodruff, GAEOP Secretary

Carol Berlin, GAEOP Executive Representative

Celeste Bauer, GAEOP High School Representative

Kelly Franz, GAEOP Elementary Representative

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