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.

Inside:

2 Teresa’s Tidbits continued
3 NAEOC Conference
4 Inservice Opportunities
5 Executive Board Member Duties
6 Development Day Highlights
7 What is GCPS/PSP?
8 Dates & Deadlines
9 Tried & True Recipe
10 Extra Mile Award
11 Happy Birthday to You...
12 Is Your Name on the List?
13 Benefits of Membership
14 Tips & Tricks
15 August Is...
16 Condolences
17 2017-2018 GAEOP Board
18 2017-2018 Advisory Committee

Teresa’s Tidbits

GAEO President’s Message, by Teresa Himmelberger

Welcome back! I hope you were able to enjoy some sunshine to rejuvenate over the summer and get ready for another school year.

I was able to attend the NAEOC (National Association of Educational Office Professionals) Conference in Greenville, SC, July 11-16, along with GAEOP Vice President, Amy Torres, and several “First Timers,” including Elementary West Representative, Julienne Hamblin; Membership Chair, Leesa Rij; and Scholarship recipient Gayna Breeze. Each of the first timers enjoyed their time at the conference and expressed that they learned beyond their expectations. See page 2 for their favorite parts of the conference.

When I attend the NAEOC Annual Conference, I always return with more knowledge than I left with and I meet and network with fellow office professionals from around the country. As a result of this type of networking, this year I had the opportunity to present at the conference with NAEOC colleague, Georgette Council, from South Carolina. “S.U.R.F the Wave to a Positively Charged Life” was our topic. Sound familiar? Yes, this was the GAEOP theme last year. Leading the briefing was a rewarding experience and, once the nerves calmed down, I enjoyed every minute of it.

The NAEOC Advisory Council met during the conference. As a delegate, I was given the opportunity to participate in one of six discussion groups. These groups give local and state affiliates a chance to contribute feedback to the national organization and share their ideas and concerns. As always, I was enlightened with the process and the information.

“The LINK” newsletter received 2nd place in the “Rachel Maynard Award for Excellence in Communication” competition sponsored by NAEOC. Congratulations to Julienne Hamblin, Editor, and the GAEOP Executive Board members who dedicated their time and insight to the newsletter. If you have any comments or ideas of things you would like to include in the newsletter, you may contact Julianne at jhamblin@graniteschools.org.

Numerous briefings offered at the conference covered topics such as: “Presenting like a Pro,” “School Safety,” “Google Goodies” and many others. Look for some tidbits to be shared in future issues of “The Link.” Council brunches and Area lunches provided great opportunities for networking with others who work in similar areas and jobs.

A highlight for me was hearing from Keynote Speaker Sam Glenn, award winning speaker and author. His message was about “Attitude” and how it can make or break our experiences. Our perception of a situation and our choice to think positively or negatively will influence our outcome. He reminded us we can be superheroes every day - it’s within our power. Sam also created an impressive chalk art piece from start to finish during his presentation. The transformation from random shapes to meaningful images was breathtaking. You can get more information about this incredible motivational speaker by visiting his website: samglen.com.

The final event for the conference was the Installation Banquet to introduce and install the 2017-2018 NAEOC Executive Board. I am honored to be serving as the Southwest Area Director for the next two years, in addition to continuing to serve as your GAEOP President this year.

You often hear me explain why membership is so important - it’s so we have a voice. If you have not signed up or renewed your GAEOP...continued on page 2
Inservice Opportunities
submitted by Darla Williams, Inservice Committee Chair

We have some great inservice classes planned for the 2017-2018 school year. The busy weeks at the beginning of the school year are hectic, but these trainings will be well worth the effort to attend. Information about the classes, including how to sign up, is sent via email. If you have questions, please contact Darla Williams (djwilliams@graniteschools.org.)

<table>
<thead>
<tr>
<th>Inservice Opportunity</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Work Session</td>
<td>Wednesday, August 9</td>
<td>2:00 – 4:00 pm</td>
<td>Auditorium A, GEC</td>
</tr>
<tr>
<td>Lunch &amp; Learn Ergonomics/Organization</td>
<td>Wednesday, September 6</td>
<td>11:00 am – 1:00 pm</td>
<td>Auditorium D, GEC</td>
</tr>
<tr>
<td>Emergency Protocol/Social Media</td>
<td>Thursday, September 14</td>
<td>9:00 – 10:00 am</td>
<td>Auditorium A, GEC</td>
</tr>
<tr>
<td>Discovery Training (“Look Only” Users)</td>
<td>Tuesday, September 19</td>
<td>9:30 – 11:30 am</td>
<td>C121, GEC</td>
</tr>
<tr>
<td>Discovery Training (“Look Only” Users)</td>
<td>Tuesday, September 19</td>
<td>1:00 – 3:00 pm</td>
<td>C121, GEC</td>
</tr>
<tr>
<td>Fiscal Policies</td>
<td>Wednesday, September 20</td>
<td>9:00 – 11:00 am</td>
<td>Auditorium A, GEC</td>
</tr>
<tr>
<td>Fiscal Policies</td>
<td>Wednesday, September 20</td>
<td>1:00 – 3:00 pm</td>
<td>Auditorium A, GEC</td>
</tr>
</tbody>
</table>

Teresa’s Tidbits, continued
continued from page 1

membership yet, Leesa Rij, Membership Chairman, will be sending you a renewal/new notice. Contact Leesa at lrij@graniteschools.org if you have questions. I encourage you to consider membership in the local, state and national associations. They give you opportunities that are worth their weight in gold. If you would like more information, check out our gaeop.weebly.com website, under the UAEOP and NAEOP tabs.

I look forward to another great year!

Teresa Himmelberger
GAEOP President

“Find the Super Hero in YOU!”

You don’t have to be great to start, but you do have to start in order to be great.

Sam Glenn – The Attitude Guy

NAEOP Conference

Several members of GAEOP attended the National Association of Educational Office Professionals (NAEOP) Annual Conference as “first timers.” Here are some of their comments about their experience at the conference.

Gayna Breeze: Conference was great! I picked up tips and practical ideas to use in my job, but for me the best part was the positive synergy that I felt throughout the conference. I felt rejuvenated by being around so many people from all across the country who are working so hard to make the world a better place, not only by striving to excel at work but also in life. I’m “hooked” and I have already made a plan to set money aside monthly so I can attend next year’s conference in Minnesota.

Julianne Hamblin: I loved the classes and the feeling of learning with and from so many positive people who work in education around the country. It was great to learn things I can apply right away to help my office run smoother, and to think about ways to share that enthusiasm and learning with others. I’m definitely making plans to attend again next year.

Leesa Rij: What a great experience. It was so interesting to talk with others from all over the country and find out how they handle things at their schools. The classes offered at the conference were excellent. There were so many choices for classes that really applied to my job. I encourage any of you thinking that that you would like to go next year to Minnesota to really consider it. Look for the scholarships that GAEOP and NAEOP offer to their members to help cover some of the cost of this wonderful conference. It’s well worth the trip.

“Find the Super Hero in YOU!”

You don’t have to be great to start, but you do have to start in order to be great.

Sam Glenn – The Attitude Guy
Executive Board Member Duties
submitted by Teresa Himmelberger, GAEOP President

GAEOP Executive Board Members Duties!

**Teresa Himmelberger, President,** will continue to advocate for all office professionals in Granite School District. She is Chairman of the Advisory Committee, leads the Professional Development Day Committee, and oversees all GAEOP committees and activities.

**Danielle Kitchen, Executive Representative,** represents office professionals in the executive area of the district. She will maintain our website, gaeop.weebly.com, and Facebook page, as well as chairing the PSP/GCPS Committee.

**Gayna Breeze, Administrative Representative,** represents office professionals in administrative offices of the district. She will be the Chairman of the Scholarship Committee.

**Jolene Chesnut, Part Time Representative,** represents the part time clerks and secretaries throughout the district. She will serve on the committees for Office Professionals Week, scholarships, and condolences.

**Michelle Raymond, Jr. High Representative,** represents all junior high office professionals in the district and will serve as Co-chairman of the Holiday Party Committee.

**Lesa Campbell, Secretary,** will prepare agendas and keep minutes for GAEOP board meetings. She will also lead the committee for Office Professionals Week, and help with condolences this year.

**Colleen Hughes, Treasurer,** will maintain GAEOP funds and financial records. She will co-chair the Professional Development and Inservice Committee.

**Stacy Bushell, Sr. High Representative,** represents office professionals working in the high schools. She will be the Chairman for the “Going the Extra Mile” Award.

**Deanne Hampson, Elementary East Representative,** represents office professionals working in elementary schools on the east side of the district. She will serve as Co-chairman of the Holiday Party Committee.

**Julianne Hamblin, Elementary West Representative,** represents elementary school office professionals working on the west side of the district. She also edits “The LINK” newsletter.

**Leesa Rij, Membership Chairman,** will focus on all things relating to membership. A letter will be sent to those who may have missed the June Professional Development Day, or who have not had an opportunity to join.

**Jolene Chesnut, Part Time Representative,** represents the part time clerks and secretaries throughout the district. She will serve on the committees for Office Professionals Week, scholarships, and condolences.
On May 30, 2017, superheroes invaded Cottonwood High School for this year’s Professional Development Day. Almost 300 office professionals attended. We enjoyed group activities with our Keynote Speakers - Human Resources Associate Directors, Jo Crawley, Patrick Flanagan and Berk King. We also learned from knowledgeable presenters in many great breakout sessions. Thanks to all that participated and helped make the day fabulous! For more pictures visit our website at gaeop.weebly.com, and click on Events.
What is GCPS/PSP?

*submitted by Danielle Kitchen, School Accountability*

Would you like to earn an extra $600.00 to $905.00? We have a program for you! Granite Certified Professional Standards program (GCPS) is designed to encourage professional growth through education. Secretaries who obtain a professional certificate through GCPS or through the national Professional Standards Program (PSP) will be paid an extra amount each year in recognition of their achievement in obtaining the certificate.

You can achieve any of the levels of GCPS/PSP through education or job enhancement training. Payment for certificates for contract secretaries will be added into your annual salary, and divided among the 24 paychecks. Payments for GCPS certificates for non-contract secretaries (who work at least 20 hours per week) will be made once a year in April. The dollar amount will be prorated based on the number of hours worked.

Rules and procedures for obtaining a GCPS certificate are established by Granite School District and can be found at [http://gaeop.weebly.com/pspgcop.html](http://gaeop.weebly.com/pspgcop.html). PSP requirements are set by the National Association for Educational Office Professionals.

If you have questions about these programs contact Danielle Kitchen, dfkitchen@graneschools.org.

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**Dates & Deadlines:**

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Event(s)</th>
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<tbody>
<tr>
<td>August 7, 2017</td>
<td>Budget/Account Changes Training</td>
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<tr>
<td>August 9, 2017</td>
<td><strong>Elementary Work Session</strong></td>
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<tr>
<td>August 20, 2017</td>
<td>LINK, September Issue Articles Due</td>
</tr>
<tr>
<td>September 4, 2017</td>
<td>Labor Day Recess</td>
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<tr>
<td>September 5, 2017</td>
<td>GSD Board Meeting</td>
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<tr>
<td>September 6, 2017</td>
<td><strong>Lunch &amp; Learn</strong></td>
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<tr>
<td>September 13, 2017</td>
<td>GAEOP Board Meeting</td>
</tr>
<tr>
<td>September 14, 2017</td>
<td><strong>Emergency Protocol/Social Media</strong></td>
</tr>
<tr>
<td>September 15, 2017</td>
<td><strong>Discovery Training (Look Only)</strong></td>
</tr>
<tr>
<td>September 19, 2017</td>
<td><strong>Fiscal Policies Training</strong></td>
</tr>
<tr>
<td>September 20, 2017</td>
<td><strong>LINK, October Issue Articles Due</strong></td>
</tr>
<tr>
<td>September 25 &amp; 26, 2017</td>
<td><strong>Junior High PT Conferences</strong></td>
</tr>
<tr>
<td>September 26 &amp; 27, 2017</td>
<td><strong>Elementary SEP Conferences</strong></td>
</tr>
<tr>
<td>September 27 &amp; 28, 2017</td>
<td><strong>Senior High PT Conferences</strong></td>
</tr>
<tr>
<td>September 28, 2017</td>
<td><strong>GAEOP Advisory Meeting</strong></td>
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<tr>
<td>September 29, 2017</td>
<td>Comp Day for PT/SEP Conferences</td>
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<tr>
<td>March 10, 2018</td>
<td><strong>UAEOP Annual Conference</strong></td>
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<tr>
<td>May 31, 2018</td>
<td><strong>Salt Lake City</strong></td>
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<tr>
<td>July 16-20, 2018</td>
<td><strong>GAEOP Professional Development Location TBD</strong></td>
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<td></td>
<td><strong>NAEOP Annual Conference, Bloomington, MN</strong></td>
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**Tried & True Recipe**

*Submitted by Amy Torres, Kearns Jr. High*

With breakfast being the most important meal of the day I thought this recipe from [Allrecipes.com](http://Allrecipes.com) could be a great way to help all of our wonderful office professionals make sure they get breakfast each day.

**Breakfast Cups**

**Ingredients**

- 18 refrigerated biscuits (unbaked)
- 8 oz. breakfast sausage
- 7 large eggs
- 1/2 cup milk
- salt and ground black pepper to taste
- 1 cup mild shredded Cheddar cheese

**Directions**

- Preheat oven to 400° F. Grease muffin pan with cooking spray.
- Roll out biscuit dough on a lightly floured surface to form 5-inch rounds. Place each round in the prepared muffin cups, pressing into the base and sides to form a dough cup.
- Cook and stir sausage in a skillet over medium-high heat until browned and cooked through, 5 to 10 minutes; drain fat. Spoon sausage into dough cups.
- Whisk eggs, milk, salt, and pepper together in a bowl until well-beaten. Pour egg mixture into each dough cup, filling each just below the top of the biscuit dough. Sprinkle Cheddar cheese on top of egg mixture.
- Bake in the preheated oven until eggs are set and biscuit dough is golden, 15 to 18 minutes.

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*Every thought we think is creating our future. - Louise Hay*
GAEOP is excited to continue the “Extra Mile Award” this year. This monthly award is available to all office professionals who go “above and beyond” in their duties.

This program recognizes the amazing secretaries, receptionists, lunch clerks, attendance and guidance counselor clerks, bookkeepers, registrars, and other office staff that help make your office amazing.

Watch your email for invitations to nominate someone you feel deserves to be recognized for going above and beyond their normal duties. Please share examples of how your nominee went the “Extra Mile.” The deadline for nominations is the 20th of each month. Send your nomination to Stacy Bushell at sbushell@graniteschools.org. The GAEOP Board will select one winner each month who will receive an Amazon gift card.

We appreciate your help as we strive to recognize our office professionals and their efforts to keep Granite a wonderful place.

**EXAMPLES OF GOING “ABOVE AND BEYOND”**

- Provides the highest quality of service
- Contributes to a positive work place
- Provides a professional quality of work
- Works as a team player
- Demonstrates initiative
- Makes personal effort to “go the extra mile”
- Treats each person professionally — with warmth, courtesy and respect
Happy Birthday to You!
Happy Birthday to the following GAEOP Members:

Wendy Atkinson - July 1
Transportation

Claudia Edvalson - July 3
Hunter High

Laura Atkinson - July 4
Granite Connection High

Cindy McCleve - July 4
Matheson Jr. High

Stormy Goecckeritz - July 6
Benefits

Jennifer Vargo - July 6
Kennedy Jr. High

Symony Montgomery - July 7
Academy Park Elementary

Kathie Woodruff - July 7
Jefferson Jr. High

Kennie Schlappi - July 8
Transportation

Cheryl Snyder - July 9
Moss Elementary

Virginia Glaittli - July 13
Beehive Elementary

Kim Wolfenbarger - July 13
Eastwood Elementary

Lindsay Fidler - July 14
Home Hospital

Jolene Spicer - July 14
Talent Development

Rocio Cuenca - July 15
Granger High

JeAnna Jenkins-Ellis - July 16
Granite Education Foundation

Vicki Platt - July 16
Orchard Elementary

Teri Richman - July 16
Hunter High

Irene Schiers - July 16
Hunter High

Nancy Heckenliable - July 18
Kearns Jr. High

Karen Harrison - July 19
Granite Peaks

Mary Horne - July 19
College & Career Readiness

Julye Jex - July 20
Career & Technical Education

Jolene Chesnut - July 21
Hunter High

Lynette Mayhew - July 21
Maintenance

Marge’ Weiss - July 21
Special Education

Annie Jarman - July 23
Woodstock Elementary

Christy Anderson - July 24
YESS Program

Holly Dimond - July 24
Oakwood Elementary

Tiffany Skelton - July 24
Twin Peaks Elementary

Diane Metzler - July 26
Stansbury Elementary

Lindy Watts - July 26
Granite Connection High

Julie Bugger - July 27
Cyprus High

Carol Seastrand - July 27
Taylorsville High

Cynthia Turner - July 27
Kennedy Jr. High

Suzy Peterson - July 30
Matheson Jr. High

Corinne Jones - July 31
Cyprus High

Tracy Baumgartner - August 3
Prevention & Student Placement

Vanessa Park - August 3
Accounting

Alberta Hertel - August 5
Sandburg Elementary

Nina Lemon - August 5
Taylorsville High

Holly Crawford - August 8
Driggs Elementary

Maren Erickson - August 8
Bonneville Jr. High

Jolene Nelson - August 9
Cyprus High

Karen Phillips - August 12
Communications

Kris Ard - August 13
Granite Peaks

Carina Anderson - August 16
Information Systems

Tresa Brown - August 16
Kearns Jr. High

Susan Law - August 17
Elk Run Elementary

Leesa Rij - August 17
Moss Elementary

Oliana Pulou - August 23
Academy Park Elementary

Debbie Larsen - August 24
Oakwood Elementary

Monica Munoz Gaytan - August 26
Granger High

Stephanie Rodriguez - August 26
Pleasant Green Elementary

Shirley Ayrton - August 27
Curriculum & Instruction

Gay Lynn Osness - August 30
Bennion Jr. High
Is Your Name on the List?

The following is a list of current GAEOP members. If your name is on the list, thank you for being a member of GAEOP. If you think you should be on the list, or if you’d like to join, please contact Leesa Rij, Membership Chair at lrij@graniteschools.org. We’d love to have you join us. For more information about GAEOP, see page 9.

Debbie Allen
Loma Allen
Carina Anderson
Cherlyn Anderson
Christy Anderson
Julie Anderson
Lezlie Anderson
Kris Ard
Lilliana Arias
Norma Asplund
Laurie Atkins
Laura Atkinson
Wendy Atkinson
Shirley Ayton
Krystal Bagley
Kathy Bailey
Heather Bankhead
Kristina Barr
Celeste Bauer
Tracy Baumgartner
Jo Beckstrand
Ashley Beesley
Michelle Berry
Rachel Betisue
Dawn Binyon
Cathy Bird
Camille Bolman
Karen Bowden
Cheryl Boynton
Jane Bracken
Cherilyn Bramall
Gayna Breeze
Sally Breinholt
Cindy Briggs
Heidi Brooks
Judy Brooks
Ruth Brown
Tawni Brown
Tresa Brown
Sandra Brunson
Julie Bugger
Trinda Burdett
Shannon Burt
Stacy Bushell
Helene Byington
Lesa Campbell
Jesse Canning
Marcia Cannon
Kris Carlson
Maria Carmen
Alyssa Carraway
Sharon Chaus
Jolene Chesnut
Jamie Christensen
Sharon Clark
Wendy Cochran
Karín Cooper
Gwen Coulson
Holly Crawford
LaVerne Crocker
Sandi Crosby
Sarah Crossland
Rocio Cuenca
Sandy Cummings
Brenda Dahle
Cassie Daley
Carla Dalton
Marguerita Davilla-Telck
Michelle Dean-Jackman
Dawnette Dial
Holly Dimond
Kim Dixon
Jami Donio
Sandra Dorius
Sherri Duckworth
Debra Dutson
Michelle Eastman
Claudia Edvalson
Karen Elkins
Kathy Ellis
Maren Erickson
Marilee Evans
Teresa Evans
Lindsay Fidler
Kristen Fors
Michelle Foster
Leasa Foust
Diane Fowler
Kelly Franz
Lyndsay Fraser
Amy Fromm
Joní Garrett
Leslie George
Tamara Gibb
Diane Gilmore
Virginia Glättli
Judy Godoy
Stormy Goeckeritz
Jean Goodrich
Jodi Halauea
Jaquelín Hale
Julianne Hamblin
Deanne Hampson
Brenda Harris
Karen L. Harrison
Nancy Heckenliable
Leanne Helbling
Alberta Hertel
Wendy Heslink
Teresa Himmelberger
JaNan Himmer
Sheyla Holt
Samantha Hope
Mary Horne
Cindy Huff
Colleen Hughes
Teresa Hughes
Barbara Hunter
Toni Ipson
Jennifer Jackson
Annie Jarman
JeAnna Jenkins-Ellis
Deann Jensen
Michelle Jensen
Juley Jex
Kristy Johnson
Brittany Jolley
Corinne Jones
Jennifer Justesen
Teresa Kehl
Gloria Kidd
Kristal King
Danielle Kitchen
Lindsay Koehler
Sabrena Koehler
Cindy Kohler
Debbie Larsen
Susan Law
Nina Lemon
Lorraine Leni
Chantal Lichtenfels
Linda Liebnmann
Bonnie Linder
Barbara Longmore
Kim Lovato
Donna Love
Dena Loveless
Colleen Lynch
Stephanie Maarse
Julene Maddocks
Tina Madsen
Karen Manning
Trinitée Marchant
Melissa Maughan
Lynette Mayhew
Mindy Mayhew
Cindy McCleve
Dustie McDonald
Stefanie Meier
Diane Metzler
Mary Meyers
Catherine Middlemess
Marcinda Mohr
Symony Montgomery
Nancy Morales
Rachael Morton
Monica Munoz Gaytan
Christine Nelson
Jolene Nelson
Kim Nickerson
Carol Niebuhr
Rebecca Nielsan
Carol Nielson
Christy Olsen
Karalee Olson
Gay Lynn Osness
Carla Park
Vanessa Park
Debbie Paul
Camille Payne
Tammy Pearce
Jamey Pease
Jacki Peery
Milena Pehar
Diana Pennington
Angie Pester
Samantha Peterson
Suzy Peterson
Andrea Petty
Karen Phillips
Vicki Platt
Kelee Powell
Audrey Price
Sheila Privett
Oliana Pulou
Dora Ramirez
Jill Rasmussen
Tim Rasmussen
Michelle Raymon
Janice Reading
Stephanie Rees
Cleo Reid
Teri Richman
Leesa Rij
Diane Roberts
Linda Rodriguez
Stephanie Rodriguez
Shauna Ross
Beverly Fairclough
Sylvia Salazar
Julie Sandovar
Tanya Sargent
Mindy Scherzinger
Kenne Schlappe
LuAnn Schroeder
Susan Seals
Bonnie Seastrand
Carol Seastrand
Ramon Shaw
Ann Shields
Irene Shiers
Luann Simonsen
Nicole Smauldon
Ramona Smith
Bonez K. Snarr
Cheryl Snyder
Jolene Spicer
Gaylawn Starnes
Faith Stevens
Linda Stevenson
Aleshia Stutz
Shirlene Teigen
Linda Thompson
Darla Tolman
Jessica Tomlin
Marie Tomlinson
Lafo K. Tonga
Amy Torres
Monica Tovar
Cynthia Turner
Tiffany Vandertoolen
Jennifer Vargo
Cindy Venz
Lindy Watts
Richelle White
Susan White
Lora Willhard
Courtney Williams
Darla Wills
Arlee Willits
Ashley Winkelkotter
Kim Wolfenbarger
Kathie Woodruff
Erin Wright
Doreen Yates
Natalie Yates
“Find the Superhero in You”

GAEOP is a voice for secretaries 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 secretaries. The President also meets with administration during Meet and Confer. She makes sure to bring issues of training, pay, and benefits as well as secretary concerns to the attention of those who can affect change.

* Quarterly Training and In-service Opportunities. Attending these helps 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.

**THE MORE MEMBERS- THE BIGGER OUR VOICE!** To sign up, renew, or ask a question - email Leesa Rij, Membership Chair at lrij@graniteschools.org.

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Yes! Please sign me up to be a member of GAEOP for the 2017-2018 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 Leesa Rij @ Moss Elementary or Teresa Himmelberger @ Payroll. Thanks!
Tips & Tricks
submitted by Colleen Hughes, Educational Technology

Google Drive—Filtering Your Results

2. At the top, type a word or phrase into the search box.
3. To narrow your search, click the Down arrow at the right.
4. Fill out any of the following sections:
   ~ Type: file types such as documents, images, or PDFs
   ~ Date modified: the date a file was last edited
   ~ Shared with:
5. At the bottom, click Search.

August is...
National Immunization Awareness Month

Immunizations aren't just for babies or for children entering school. Most people can benefit from receiving vaccines throughout their life. Vaccinations can protect against serious, and even deadly, illnesses such as measles, whooping cough, pneumonia and the flu. These diseases aren't just something from the past. They still cause a lot of suffering around the world and even in the United States. Did you know if an outbreak occurs in your school, unimmunized staff can be “excluded” from classrooms or student contact? Immunization makes a difference. Know your immunization status! To find out what immunizations you or your loved ones may need, visit:
http://www.cdc.gov/vaccines/events/niam.html

Some things you can do:
• Know which immunizations you have already received, and when.
• Get a flu shot every year.
• Find out if you need other shots based on your age/type of work.
• Find out if you need extra shots before travelling.

National Immunization Awareness Month is sponsored by the Center for Disease Control & Prevention, National Center for Immunization & Respiratory Diseases.

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 Lesa Campbell.
2017-2018 GAEOP Board Members

President
Teresa Himmelberger
Payroll Office
385-646-4311
tdimmelberger@graniteschools.org

Vice President
Amy Torres
Kearns Jr. High
385-646-3501
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2017-2018 Advisory Committee

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Ben Horsley - Communications
Patrick Flanagan - Human Resources
Donnette McNeill-Waters - Human Resources
Tina West - School Accountability
Marjorie Wolf - Talent Development
Mark Ellermeier - Eisenhower Jr. High School
Teresa Himmelberger - GAEOP President; Payroll Office
Amy Torres - GAEOP Vice President, Kearns Jr. High School
Lesa Campbell - GAEOP Secretary, Carpenter Shop
Gayna Breeze - GAEOP Administrative Representative, Planning & Boundaries
Leesa Rij - GAEOP Membership Chair, Moss Elementary
Julianne Hamblin - Elementary West Representative, Fox Hills Elementary

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