



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, by Teresa Himmelberger



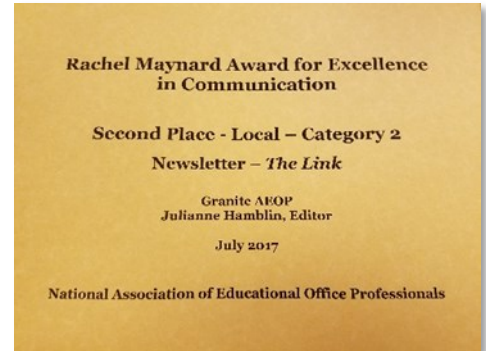
Welcome back! I hope you were able to enjoy some sunshine to rejuvenate over the summer and get ready for another school year.

I was able to attend the NAEOP (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, Julianne 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 NAEOP 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 NAEOP 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 NAEOP 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 NAEOP. Congratulations to Julianne 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.



Congratulations, Julianne Hamblin & "The LINK" committee!

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: samglenn.com.

The final event for the conference was the Installation Banquet to introduce and install the 2017-2018 NAEOP 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

Teresa's Tidbits, continued

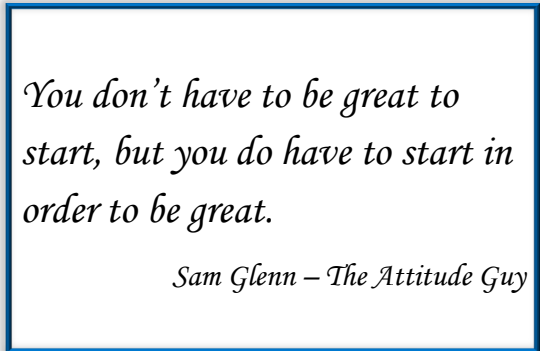
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membership yet, Leesa Rij, Membership Chairman, will be sending you a renewal/new notice. Contact Leesa at lrj@graniteschools.org if you have questions. I encourage you to consider membership in the local, state and national associations. They give 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!"



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.

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.)

Elementary Work Session	Wednesday, August 9	2:00 – 4:00 pm	Auditorium A, GEC
Lunch & Learn Ergonomics/Organization	Wednesday, September 6	11:00 am – 1:00 pm	Auditorium D, GEC
Emergency Protocol/Social Media	Thursday, September 14	9:00 – 10:00 am	Auditorium A, GEC
Discovery Training ("Look Only" Users)	Tuesday, September 19	9:30 – 11:30 am	C121, GEC
Discovery Training ("Look Only" Users)	Tuesday, September 19	1:00 – 3:00 pm	C121, GEC
Fiscal Policies	Wednesday, September 20	9:00 – 11:00 am	Auditorium A,GEC
Fiscal Policies	Wednesday, September 20	1:00 – 3:00 pm	Auditorium A, GEC



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.



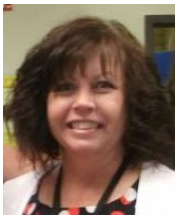
Amy Torres, Vice President, will work with the Mentoring Program for new office professionals, Chairman of the Bylaws/Policy and Procedures and Nominations/Elections Committees.



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.



Darla Williams, Historian, will keep the records of the Granite Association of Educational Office Professionals. She will co-chair the Professional Development and Inservice Committee.



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.



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.



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.



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.



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.



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.

GAEOP PDD Highlights

submitted by Teresa Himmelberger, GAEOP President



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.



Service Project Chairmen
Arlee Willits and Kim Lovato



(l-r) Teresa Himmelberger; Office Professional Scholar, Courtney Williams; Metos Scholar, Diana Nguyen; Believe & Achieve Scholar, Aamir Mohammed; and Jennifer Justesen.



PDD Committee & Board: (back l-r) Cheryl Boynton, Dawn Binyon, Julianne Hamblin, Colleen Hughes, Sam Basham, Jennifer Justesen, Kathy Roos, (kneeling l-r) Amy Torres, Danielle Kitchen, Leesa Rij, Stacy Bushell, Gayna Breeze, Jodi Halaeua, Darla Williams, Brittney Jolley, Sheyla Holt, Deanne Hampson, Kim Lovato, Arlee Willets, Jackie Hale (front) Teresa Himmelberger



Stacy Bushell and Teresa Himmelberger with "Going the Extra Mile Award" winner, Kim Lovato and principal, Doug Bingham



Teamwork during the keynote presentation

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>. PSP requirements are set by the National Association for Educational Office Professionals.

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

Dates & Deadlines:

August 7, 2017	Budget/Account Changes Training
August 9, 2017	Elementary Work Session
August 20, 2017	LINK, September Issue Articles Due
September 4, 2017	Labor Day Recess
September 5, 2017	GSD Board Meeting
September 6, 2017	Lunch & Learn
September 13, 2017	GAEOP Board Meeting
September 14, 2017	Emergency Protocol/Social Media
September 15, 2017	PSP Filing Date (NAEOP)
September 19, 2017	Discovery Training (Look Only)
September 20, 2017	LINK, October Issue Articles Due
September 20, 2017	Fiscal Policies Training
September 25 & 26, 2017	Junior High PT Conferences
September 26 & 27, 2017	Elementary SEP Conferences
September 27 & 28, 2017	Senior High PT Conferences
September 28, 2017	GAEOP Advisory Meeting
September 29, 2017	Comp Day for PT/SEP Conferences
March 10, 2018	UAEOP Annual Conference, Salt Lake City
May 31, 2018	GAEOP Professional Development location TBD
July 16-20, 2018	NAEOP Annual Conference, Bloomington, MN

Every thought we think
is creating our future.

- Louise Hay

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 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.

Extra Mile Award

submitted by Stacy Bushell, Extra Mile Award Committee



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:

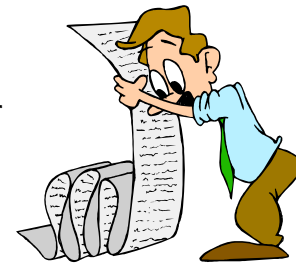


- | | | |
|--|--|--|
| Wendy Atkinson - July 1
<i>Transportation</i> | Karen Harrison - July 19
<i>Granite Peaks</i> | Nina Lemon - August 5
<i>Taylorsville High</i> |
| Claudia Edvalson - July 3
<i>Hunter High</i> | Mary Horne - July 19
<i>College & Career Readiness</i> | Holly Crawford - August 8
<i>Driggs Elementary</i> |
| Laura Atkinson - July 4
<i>Granite Connection High</i> | Julye Jex - July 20
<i>Career & Technical Education</i> | Maren Erickson - August 8
<i>Bonneville Jr. High</i> |
| Cindy McCleve - July 4
<i>Matheson Jr. High</i> | Jolene Chesnut - July 21
<i>Hunter High</i> | Jolene Nelson - August 9
<i>Cyprus High</i> |
| Stormy Goeckeritz - July 6
<i>Benefits</i> | Lynette Mayhew - July 21
<i>Maintenance</i> | Karen Phillips - August 12
<i>Communications</i> |
| Jennifer Vargo - July 6
<i>Kennedy Jr. High</i> | Marge' Weiss - July 21
<i>Special Education</i> | Kris Ard - August 13
<i>Granite Peaks</i> |
| Symony Montgomery - July 7
<i>Academy Park Elementary</i> | Annie Jarman - July 23
<i>Woodstock Elementary</i> | Carina Anderson - August 16
<i>Information Systems</i> |
| Kathie Woodruff - July 7
<i>Jefferson Jr. High</i> | Christy Anderson - July 24
<i>YESS Program</i> | Tresa Brown - August 16
<i>Kearns Jr. High</i> |
| Kennie Schlappi - July 8
<i>Transportation</i> | Holly Dimond - July 24
<i>Oakwood Elementary</i> | Susan Law - August 17
<i>Elk Run Elementary</i> |
| Cheryl Snyder - July 9
<i>Moss Elementary</i> | Tiffany Skelton - July 24
<i>Twin Peaks Elementary</i> | Leesa Rij - August 17
<i>Moss Elementary</i> |
| Virginia Glaittli - July 13
<i>Beehive Elementary</i> | Diane Metzler - July 26
<i>Stansbury Elementary</i> | Oliana Pulou - August 23
<i>Academy Park Elementary</i> |
| Kim Wolfenbarger - July 13
<i>Eastwood Elementary</i> | Lindy Watts - July 26
<i>Granite Connection High</i> | Debbie Larsen - August 24
<i>Oakwood Elementary</i> |
| Lindsay Fidler - July 14
<i>Home Hospital</i> | Julie Bugger - July 27
<i>Cyprus High</i> | Monica Munoz Gaytan - August 26
<i>Granger High</i> |
| Jolene Spicer - July 14
<i>Talent Development</i> | Carol Seastrand - July 27
<i>Taylorsville High</i> | Stephanie Rodriguez - August 26
<i>Pleasant Green Elementary</i> |
| Rocio Cuenca - July 15
<i>Granger High</i> | Cynthia Turner - July 27
<i>Kennedy Jr. High</i> | Shirley Ayrton - August 27
<i>Curriculum & Instruction</i> |
| JeAnna Jenkins-Ellis - July 16
<i>Granite Education Foundation</i> | Suzy Peterson - July 30
<i>Matheson Jr. High</i> | Gay Lynn Osness - August 30
<i>Bennion Jr. High</i> |
| Vicki Platt - July 16
<i>Orchard Elementary</i> | Corinne Jones - July 31
<i>Cyprus High</i> | |
| Teri Richman - July 16
<i>Hunter High</i> | Tracy Baumgartner - August 3
<i>Prevention & Student Placement</i> | |
| Irene Schiers - July 16
<i>Hunter High</i> | Vanessa Park - August 3
<i>Accounting</i> | |
| Nancy Heckenliable - July 18
<i>Kearns Jr. High</i> | Alberta Hertel - August 5
<i>Sandburg Elementary</i> | |



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 lrj@graniteschools.org. We'd love to have you join us. For more information about GAEOP, see page 9.



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



Join GAEOP ~ The Benefits of Membership

submitted by Leesa Rij, GAEOP Membership Chairman

"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 lrj@graniteschools.org.

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 _____

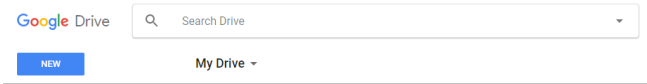
Please interoffice the tear-away section to Leesa Rij @ Moss Elementary or Teresa Himmelberger @ Payroll.
Thanks!

Tips & Tricks

submitted by Colleen Hughes, Educational Technology

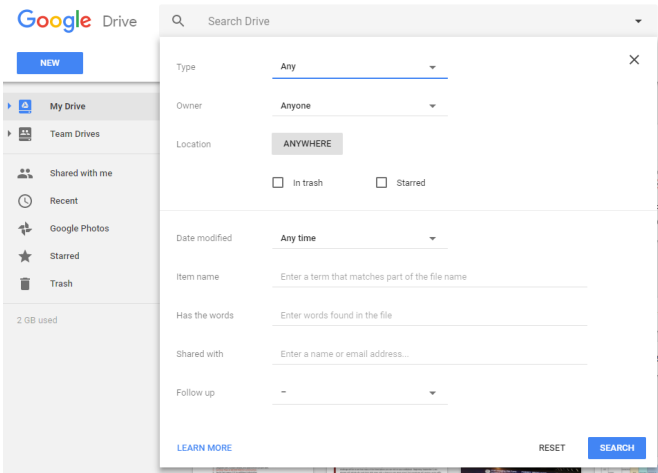
Google Drive—Filtering Your Results

1. Go to drive.google.com.
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.

Next Article
Deadline:

August
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:

Julianne Hamblin

Fox Hills Elementary
385-646-4828

jihamblin@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

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Amy Torres - GAEOP Vice President, Kearns Jr. High School

Lesla 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.