



## 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 Utah Association of Educational Office Professionals and the National Association of Educational Office Professionals*



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## Teresa's Tidbits



*Teresa Himmelberger  
GAEOP President*

I recently returned from St. Louis, Missouri, after attending the NAEOP (National Association of Educational Office Professionals) Conference. Each conference helps me feel rejuvenated and ready to take on another year. I have met so many new friends and fellow office professionals who I can network with throughout

the year. I was given the opportunity to represent Utah again this year in presenting our state flag during the opening session and I participated as a delegate in Advisory Council. At the awards banquet I received my PSP ~ CEOE and our very own newsletter, "The LINK," was awarded 2<sup>nd</sup> place. What a great recognition of work, dedication and perseverance!

This conference focused on building a great working team by putting our best foot forward.

It always amazes me how many ideas are born when we network and share ideas with each other. In our Southwest Area brunch, we talked about what it takes to be a great leader. Many traits were discussed, but the common denominator was 'communication', which is such an important part of our jobs. I will continue to strive to keep the communication line open to you.

In one of the many classes I attended, the instructor gave us a small pocket notebook and encouraged us to write down each time we encountered someone we were able to make smile. I found myself making a conscientious effort, as I walked through the halls, to smile at each person I saw and say

"Hello". I was pleasantly surprised at the look on the faces of those I encountered, the responses I received, and even the effect it had on me. As we begin a new school year, hopefully refreshed and rejuvenated, make a mental note each time you encounter someone and make them smile. My hope is that you will have the same experience I did.

On June 20, 2016, Broadway stars banded together and rereleased the song "What the World Needs Now is Love". This song is so appropriate at this time of unrest in the world and it is important to have empathy and tolerance for others. I saw a picture posted on Facebook with a very simple statement, "If you are nice to me, I will be nice to you." It can be as simple as that. Each day it seems almost impossible to do, but I challenge you to try it as often as you can and see if it helps your day be just a little bit brighter.

During the coming months, I will share information about the different programs GAEOP provides and how they can benefit you. 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 website at [gaeop.weebly.com](http://gaeop.weebly.com), and click Membership.

I appreciate all that you, as office professionals, do every day to help the administration, faculty, parents and students. Keep up the good work! Let us "Surf the Wave to a Positively Charged Life".

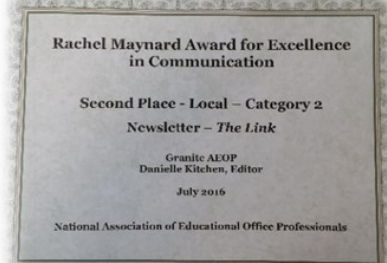
*Teresa Himmelberger, CEOE  
GAEOP President*



*Teresa Himmelberger, CEOE,  
GAEOP President*



*Bonnie Miller,  
NAEOP PSP Chair,  
Teresa Himmelberger, CEOE,  
Pat Stelmach, NAEOP President*



*Congratulations, Danielle Kitchen  
& committee!*



## Cottonwood High School

*Submitted by Stacy Bushell, Senior High Representative*

### Cindy Kohler, Career Center Secretary



Last August Cindy Kohler was hired as the Career Center Secretary at Cottonwood High. Cindy and her husband have three children ages 18, 21, and 24. She served for 17 years in the PTA and 10 years on the Community Councils at her children's schools. As a fitness enthusiast, Cindy enjoys running, cycling, swimming, and many other outdoor activities with her family. Cindy loves the people she works with and has made many new friendships with her coworkers. She can say that she feels like she really belongs at Cottonwood High.

### Melissa Maughan, Comprehensive Guidance Secretary



Melissa Maughan came to Cottonwood High School in August 2015. She has a bachelor's degree from BYU. She and her husband have three growing children; a boy 13, a girl 12, and a boy 9. Melissa calls herself a "dabbler." She crochets, sews, scrapbooks, reads, and is learning to knit. She always likes to have a project in her hands. After her first year in the high school Melissa says that she absolutely loves working at Cottonwood. It's been fun to meet so many people and help the students who come to her with needs and questions.



## Getting to Know Your New GAEOP Board Members



**Leesa Rij, Membership Chair**, is organized and always willing to do whatever needs to be done. She loves to quilt, four wheel with her family and travel in her spare time. She has served on the Professional Development Day Committee for GAEOP, and is a valuable addition to Moss Elementary and to the Granite District secretaries.



**Stacy Bushell, High School Representative**, is the Principal's Secretary at Cottonwood High School. She is excited to use what she has learned to serve on the GAEOP board. Stacy is the mother of 4 children and loves to spend as much time as possible with her family. She has made fitness her favorite hobby and loves lifting weights and pushing herself to improve her times on her workouts, even burpees!



**Lesa Campbell, Secretary**, works as the Department Secretary in General Maintenance. She graduated from the U of U with a BS in Communication and has a Graduate certificate in Mediation. She is the mother of six sons and has eight grandchildren. She loves visiting family, gardening, working on her house, sewing, needlework, genealogy, ballroom dancing,



**Deanne Hampson, Elementary East Representative**, has worked for Granite School District in many different positions. She has been a substitute teacher, para educator, BHA, ESL aide, playground aide, attendance/lunch secretary and is now the Principal's Secretary at Eastwood Elementary. She is friendly, great at networking, a problem solver, and is a valuable secretary to Eastwood Elementary. She is the mother to all boys and loves every minute of it.



**Danielle Kitchen, Executive Representative**, has worked for Granite School District for twenty-one years in Elementary School Services, School Services and School Accountability Services. She has served as the Treasurer, Vice President and President of GAEOP. She has also served UAEOP and NAEOP as a board member or committee member. She is creative and great at brainstorming and has been the Editor of the "Link" for the last two years.



**Julianne Hamblin, Elementary West Representative & "The Link" editor**, started her tenure with Granite in the Curriculum Department, later moving to Fox Hills Elementary as the Principal's Secretary. She has a bachelor's degree from BYU, is the mother of three children, and is eager to contribute to GAEOP. She aspires to be organized (it's a constant battle) and is friendly, outgoing and always willing to jump in to get things done.



**Arlee Willits, Part Time Representative**, has been with the district since 2012 in the School Accountability office. She has recently served on the Professional Development Day Committee and has proven that she is enthusiastic, hardworking, and willing to contribute her many talents.

# Executive Board Member Duties

submitted by Teresa Himmelberger, GAEOP President

## GAEOP Executive Board Members duties!

- **Amy Torres, Vice President**, will be working on bylaws, nominations/elections, and has worked with the President on the Mentor Program.
- **Kathy Roos, Treasurer**, will maintain GAEOP funds.
- **Julianne Hamblin, Elementary West and "The LINK" Editor**, has already been hard at work. With the change of the school schedule (starting earlier and ending earlier), we have created a July/August "The Link" issue with the last issue being in May/June.
- **Leesa Rij, Membership Chair**, will focus on all things relating to membership. June is our GAEOP renewal/new membership drive. 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. On page 9 is information if you would like to join now. There are two payment options for the \$15.00 annual fee—payroll deduction or cash/check. We hope you will join our team.
- **Lesla Campbell, Secretary**, will be sending GAEOP members a small gift during the month of your birthday, Happy Birthday! She will also take care of our condolences this year. Please let her know if you know of anyone who is ill or has lost a loved one.
- **Danielle Kitchen, Executive Secretary**, will work on scheduling trainings throughout the year. If you have a class in mind that you would like to have, please email her at [dfkitchen@graniteschools.org](mailto:dfkitchen@graniteschools.org).
- **Darla Williams, Historian**, will keep the records of the Granite Association of Educational Office Professionals. She will also take care of Office Professional Week in the spring.
- **Jen Justesen, Administrative Secretary**, will be working on the Office Professional/Student Scholarships. More details to come in early spring.
- **Sam Basham, Jr. High Rep**, will be chairperson of the Open House this year, which will be held in February. This will be your opportunity to talk with the GAEOP Executive Board and visit with fellow coworkers.
- **Arlee Willits, Part Time Rep**, will work with Sam Basham on the Open House Committee.
- **Stacy Bushell, Sr. High Rep**, will be the chairperson for the "Extra Mile" award. Information is on page 6. Stacy will also put together a class on the PSP/GCOP programs. Date and time TBD.
- **Deanne Hampson, Elementary East Rep**, will be in charge of the [gaeop.weebly.com](http://gaeop.weebly.com) website, as well as Facebook. Look for updates throughout the year with information on trainings and other items.

## Side Notes

I will continue working with School Accountability Services to provide work sessions starting again in September. These sessions give each group a chance to share ideas about job related duties. Great ideas have come from these sessions. Dates and times are listed on page 5.

Advisory Council will meet the last Thursday in September. If there is anything you would like us to present to Administration, please email one of the board members.

*Meet and Confer:*

*\*3% COLA – Cost of Living added to your annual salary*

*\*Fund Lane change and increment costs (Hourly Salary schedule went up by 1.5%)*

*\*Watch for your open enrollment packets for details on insurance changes, or you can email the benefits office at [benefits@graniteschools.org](mailto:benefits@graniteschools.org)*

*\*We will continue discussing personal leave with Administration this coming year*



# GAEOP PDD Highlights

submitted by Teresa Himmelberger, GAEOP President



On June 2, 2016, the annual GAEOP Professional Development Day was held at Granger High. This year's theme is "**Surf the Wave to a Positively Charged Life**". Festivities began with entertainment from the islands. Some of our office professionals even had a chance to try a traditional island dance, which was entertaining as well. Almost 300 office professionals attended. We enjoyed group activities with our Keynote Speaker, Wendy Heslink, NAEOP President Elect. One of the things Wendy had us do in groups was make a surfboard using the supplies provided. The boards had to include a brand name and an inspirational thought or motto. There were so many creative boards made, it was truly hard for Wendy to pick just three as contest winners. We were treated to a delicious lunch and the classes were informational. I have been very fortunate to have great office professionals help each year to bring this beneficial day to life. Thanks to all that participated and helped make the day fabulous! For more pictures visit our website at [gaeop.weebly.com](http://gaeop.weebly.com), and click on Events.



*Entertainment from the islands*



*Wendy Heslink,  
NAEOP President Elect*



*New Executive Board learning the dance*



*Enjoying the presentation*



*Making surfboards*



*During the keynote*



**PDD Committee Members:**  
*(l-r) Deanne Hampson, Wendy Heslink, Amy Torres, Ruth Brown, Lyndsay Fraser, Michelle Foster, Teresa Himmelberger (center)*



**GAEOP Executive Board 2015-2016:** *(back l-r) Mary Duersch, Teresa Himmelberger, Diana Pennington, Wendy Heslink, Stephanie Rees, Kari Parry, Amy Torres, Karen Bowden (front l-r) Carol Berlin, Leanne Hebling, Kathy Roos, Traci Pritchett, Darla Williams*

# Inservice Opportunities

*submitted by Danielle Kitchen, Inservice Committee Chair*

During the summer months, the inservice committee has been working hard to schedule several different classes to offer the office professionals. The following classes will be offered during the month of September.

Payroll	Thursday, September 8	9:00 - 11:00 am	Auditorium A, GEC
Payroll	Thursday, September 8	1:00 - 3:00 pm	Auditorium A, GEC
Sr. & Jr. High Registrars Work Session	Friday, September 16	9:30 - 11:30 am	Auditorium BC, GEC
Sr. & Jr. High Principal Sec Work Session	Friday, September 16	1:30 - 3:30 pm	Auditorium BC, GEC
Elementary Work Session	Friday, September 30	2:00 - 4:00 pm	Auditorium BC, GEC

# What is GCPS?

*submitted by Stacy Bushell, Cottonwood High*

Would you like to earn an extra \$660.00 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 will be paid an extra amount each year in recognition of their achievement in obtaining the certificate.

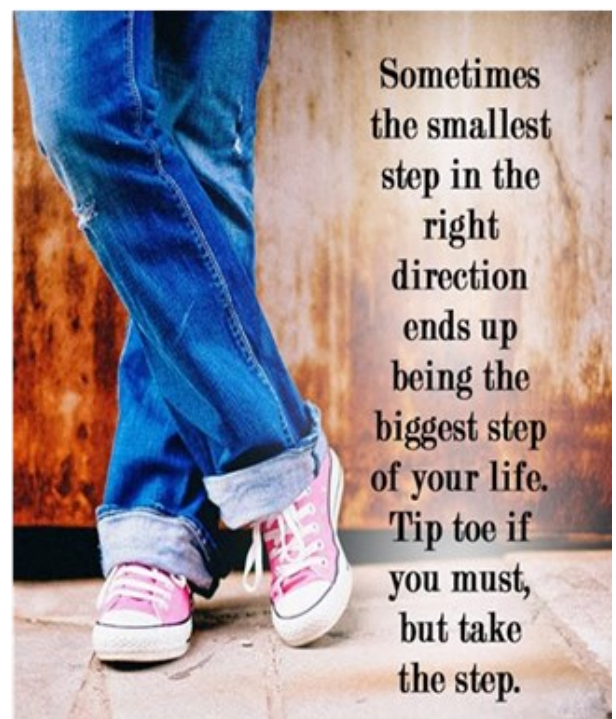


You can achieve any of the levels of GCPS through education or job enhancement training. Payment for certificates for contract secretaries will be added into your annual salary, and divided among the 24 paychecks. Payments for GCPS certificates for non-contract secretaries (who work at least 20 hours 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>. There will be a workshop later this school year to answer questions and give you an opportunity to have face to face guidance to apply for a certificate. If you have questions about the program contact Stacy Bushell [sbushell@grantieschools.org](mailto:sbushell@grantieschools.org).

# Dates & Deadlines:

August 2, 2016	GSD Board Meeting - 7:00 pm
August 3, 2016	GAEOP Board Meeting - 3:00 pm
August 20, 2016	LINK, September Issue Articles Due
September 5, 2016	Labor Day Recess
September 7, 2016	GAEOP Board Meeting - 4:15 pm
September 8, 2016	Payroll Inservice - 9:00 am; 1:00 pm
September 15, 2016	PSP Filing Date
September 16, 2016	Sr & Jr High Work Session, Registrars - 9:30am
September 16, 2016	Sr & Jr High Work Session, Prin Sec - 1:30pm
September 19 & 20, 2016	Senior High PT Conferences
September 20, 2016	LINK, October Issue Articles Due
September 20 & 21, 2016	Junior High PT Conferences
September 21 & 22,, 2016	Elementary SEP Conferences
September 22, 2016	GAEOP Advisory Meeting - 9:30 am
September 23, 2016	Comp Day for PT/SEP Conferences
September 30, 2016	Elementary Work Session - 2:00 pm
March 11, 2017	UAEOP Annual Conference, Salt Lake City
May 31, 2017	GAEOP Professional Development Day, Cottonwood High School
July 12-15, 2017	NAEOP Annual Conference & Institute, Greenville, SC



## Extra Mile Award

*submitted by Stacy Bushell, Extra Mile Award Committee*



GAEOP is excited to continue the “Extra Mile Award” again 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 for postcards coming in district mail that you can fill out; or give it to faculty and patrons. Please share examples of how your nominee went the “Extra Mile.” The deadline to turn in your nomination is the 20th of each month. Send it through district mail to Stacy Bushell at Cottonwood High or Jen Justesen at Safety & Compliance. Each month the GAEOP board will select a monthly winner who will receive an Amazon gift card.

We appreciate your help as we strive to recognize our office professionals and their efforts to make 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:



**Claudia Edvalson - July 3**  
*Hunter High*

**Cindy McCleve - July 4**  
*Matheson Jr. High*

**Jennifer Vargo - July 6**  
*Kennedy Jr. High*

**Leisl Leystra - July 7**  
*Bennion 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*

**Jolene Spicer - July 14**  
*Talent Development*

**Rocio Cuenca - July 15**  
*Granger High*

**Irene Schiers - July 16**  
*Hunter High*

**Vicki Platt - July 16**  
*Orchard Elementary*

**Nancy Heckenliable - July 18**  
*Kearns Jr. High*

**Karen Harrison - July 19**  
*Community Education*

**Mary Horne - July 19**  
*College & Career Readiness*

**Lynette Mayhew - July 21**  
*Maintenance*

**Christy Anderson - July 24**  
*Information Systems*

**Diane Metzler - July 26**  
*Stansbury Elementary*

**Lindy Watts - July 26**  
*Hillside Elementary*

**Carol Seastrand - July 27**  
*Taylorville High*

**Cynthia Turner - July 27**  
*Kennedy Jr. High*

**Julie Bugger - July 27**  
*Cyprus High*

**Suzy Peterson - July 30**  
*Matheson Jr. High*

**Corinne Jones - July 31**  
*Cyprus High*

**Heidi Bowles - July 31**  
*Evergreen Jr. High*

**Deborah Richardson - August 2**  
*Arcadia Elementary*

**Vanessa Park - August 3**  
*Accounting*

**Alberta Hertel - August 5**  
*Sandburg Elementary*

**Nina Lemon - August 5**  
*Taylorville High*

**Maren Erickson - August 8**  
*Bonneville Jr. High*

**Jolene Nelson - August 9**  
*Cyprus High*

**Karen Phillips - August 12**  
*Human Resources*

**Kris Ard - August 13**  
*Community Education*

**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*

**Debra Larsen - August 24**  
*Oakwood Elementary*

**Stephanie Rodriguez - August 26**  
*Special Ed*

**Shirley Ayrton - August 27**  
*Curriculum*

**Gay Lynn Osness - August 30**  
*Bennion Jr. High*



A birthday is the first day of another  
365 day journey around the sun.  
Enjoy the trip!

# 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](mailto:lrj@graniteschools.org). We'd love to have you join us. For more information about GAEOP, see page 9.

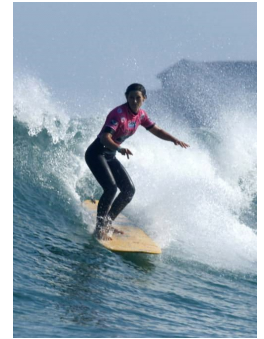


Allen	Debbie	Cuenca	Rocio	Helbling	Leanne	Meier	Stefanie	Rodriquez	Stephanie
Allen	Lorna	Cummings	Sandy	Hertel	Alberta	Metzler	Diane	Roos	Kathy
Anderson	Carina	Dahle	Brenda	Himmelberger	Teresa	Meyers	Mary	Ross	Shauna
Anderson	Christy	Dalton	Carla	Himmer	JaNan	Middlemiss	Catherine	Salazar	Sylvia
Anderson	Julie	Davilla-Telck	Marguerita	Holt	Kattrina	Miller	Diana	Sanchez	Melanie
Anderson	Lezlie	Dawson	Gail	Holt	Sheyla	Mohr	Marcinda	Sandberg	Jill
Ard	Kris	Dent	Angela	Hopper	Pam	Monroe	JoAnn	Sandoval	Juliene
Arias	Liliana	Dial	Dawnette	Horne	Mary	Montes	Lourdes	Sargent	Tanya
Astin	Dorothy	Dimond	Holly	Hughes	Colleen	Morton	Rachael	Scherzinger	Mindy
Atkins	Laurie	Dixon	Kim	Hunter	Barbara	Nelson	Christine	Schiers	Irene
Atkinson	Wendy	Donio	Jami	Ipson	Toni	Nelson	Jolene	Schlappi	Kennie
Averett	Julena	Dotson	Cyndie	Jackson	Jenny	Nickerson	Kim	Schroeder	LuAnn
Ayrton	Shirley	Duckworth	Sherri	Jacobsen	Jordan	Niebuhr	Carol	Seastrand	Bonnie
Bankhead	Heather	Dutson	Debra	Jensen	Deann	Nielson	Carol	Seastrand	Carol
Barr	Kristina	Edvalson	Claudia	Jensen	Michelle	Okelberry	Debbie	Shorts	Julie
Basham	Sam	Elkins	Karen	Johnson	Kristy	Olsen	Christy	Simonsen	Luann
Bauer	Celeste	Elkins	Rose	Jones	Corinne	Olson	Karalee	Smauldon	Nicole
Beesley	Ashley	Ellis	Kathy	Judy	Kaydean	Osness	Gay Lynn	Smith	Bonnie
Berlin	Carol	Erickson	Maren	Justesen	Jennifer	Ostmark	Michelle	Snarr	Bonese
Binyon	Dawn	Evans	Marilee	Kehl	Teresa	Park	Carla	Snyder	Cheryl
Bird	Cathy	Evans	Teresa	Kidd	Gloria	Park	Vanessa	Spicer	Jolene
Bolman	Camille	Fairclough	Beverly	Kitchen	Danielle	Parry	Kari	Starnes	Gaylawn
Bowden	Karen	Fidler	Lindsay	Koehler	Lindsay	Paul	Debbie	Stutz	Aleshia
Bowles	Heidi	Fors	Arlene	Koehler	Sabrena	Pease	Jamey	Tauanu'u	Lafo
Boynton	Cheryl	Fors	Kristen	Kohler	Cindy	Pehar	Milena	Teigen	Shirlene
Bracken	Jane	Foster	Michelle	Larsen	Debbie	Pennington	Diana	Tolman	Darla
Breeze	Gayna	Foust	Leasa	Law	Susan	Pester	Angie	Tomlin	Jessica
Breinholt	Sally	Fowler	Diane	Lawrence	Diana	Peterson	Lorraine	Tomlinson	Marie
Brooks	Heidi	Franz	Kelly	Lay	Breanna	Peterson	Suzy	Torres	Amy
Brooks	Judy	Fraser	Lyndsay	Lemon	Nina	Petty	Andrea	Torres	Rafael
Brown	Ruth	Fromm	Amy	Leystra	Leisl	Phillips	Karen	Tovar	Monica
Brown	Tawni	Garrett	Joni	Liebmann	Linda	Platt	Vicki	Turner	Cynthia
Brown	Tresa	George	Leslie	Lokeni	Jessica	Powell	Keelee	Vandertoolen	Tiffany
Brunson	Sandra	Gibb	Tamara	Losee	Melinda	Price	Audrey	Vargo	Jennifer
Bugger	Julie	Gilbert	Kim	Lovato	Kim	Pritchett	Traci	Walk Nielsen	Rebecca
Bushell	Stacy	Gilmore	Diane	Love	Donna	Pulou	Oliana	Watts	Lindy
Byington	Helene	Glaittli	Virginia	Lynch	Colleen	Purrington	Laura	White	Richelle
Campbell	Lesia	Godoy	Judy	Maarse	Stephanie	Ramirez	Dora	White	Susan
Canning	Jesie	Gorringe	Jean	Madsen	Tina	Ramos	Mayeli	Williams	Courtney
Cannon	Marcia	Graves	Marie	Manning	Karen	Rasmussen	Jill	Williams	Darla
Carlson	Kris	Guevara	Maria Carmen	Maples	Jeri	Raymond	Michelle	Willits	Arlee
Carlson	LaRene	Halaeua	Jodi	Marchant	Trinidee	Rees	Stephanie	Winkler	Erin
Carraway	Alyssa	Hale	Jaquelin	Martin	Debbie	Reid	Cleo	Wirthlin	Janice
Chaus	Sharon	Hamblin	Julianne	Martinez	Julie	Richards	Cathrine	Woodruff	Kathie
Christensen	Jamie	Hampson	Deanne	Matsamas	Stephanie	Richardson	Deborah	Wright	Elaine
Christensen	Juliene	Hardy	Shannon	Maughan	Melissa	Richardson	Jan	Wright	Erin
Cochran	Wendy	Harris	Brenda	Mayhew	Lynette	Riches	Sandra	Yates	Doreen
Crocker	LaVerne	Harrison	Karen	Mayhew	Mindy	Rij	Leesa	Yates	Natalie
Crosby	Sandi	Haws	Patti	McCleve	Cindy	Riley	Jamie		
Crossland	Sarah	Heckenliable	Nancy	McCleve-Mendez	Tennille	Roberts	Diane		



# Join GAEOP ~ The Benefits of Membership

## Surf The Wave to Positively Charged Life!



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. That equals more \$\$.
- "The Link" monthly newsletter.
- Opportunities to network with other secretaries to create support systems and friendships.
- You are remembered 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 or renew, or ask a question- email Leesa Rij at [lrij@graniteschools.org](mailto:lrij@graniteschools.org).

Yes! Please sign me up to be a member of GAEOP for the 2016-2017 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 \_\_\_\_\_



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

*If you know of someone that has lost a loved one or is ill, please contact Teresa Himmelberger or Lesa Campbell*

## Tips & Tricks

submitted by Ali Williamson, Information Systems



### Discovery Reminders: Things to Make Sure YOU do...

- ⇒ Register and Enroll students using their **BIRTH CERTIFICATE** – not the registration card!
- ⇒ Check for **Duplicate Student** by using the Advanced Search, checking the Enrolled and Released box, and really looking at the other information on the child!
- ⇒ **Scan** ALL records into OptiView! No more paper and no more forwarding of paper cum files in or out of the district!
- ⇒ **Attend** all trainings to stay on top of things and to be aware of updates/changes.
- ⇒ **Double-check** your entries for accuracy (names, birthdates, birth country, grade level, and schedule/homeroom -depending on whether you are secondary/elementary).
- ⇒ Look really closely before deciding you have found a child with an existing record! Things you should not be changing include age, birthdate and name! *If you make changes, you are destroying another student's records if they are truly NOT the same person!*
- ⇒ **STOP & THINK** before you click or make a change in Discovery! **Your entries really control so very many things!**

## Recipe Corner

Submitted by Julianne Hamblin, Elementary West Representative

### Apple & Raisin Coleslaw

This is a fun recipe my daughter and I found in Cooking Light's Big Book of Salads. It's become one of our summertime favorites.

**Yield:** Makes 8 (1 cup) servings

#### Ingredients

- 1/2 cup sour cream
- 3 tablespoons mayonnaise
- 1 1/2 tablespoons white balsamic vinegar
- 1/2 teaspoon freshly ground black pepper
- 1/4 teaspoon salt
- 2 cups unpeeled chopped apple (about 1 medium)
- 1 cup golden raisins
- 1 (16 ounce) package cabbage-and-carrot coleslaw

#### Preparation

1. Combine first 5 ingredients in a large bowl, stirring with a whisk.
2. Add chopped apple, raisins, and coleslaw; toss to combine.



## August is...



Immunizations aren't just for babies and for children entering school. Most people can benefit from receiving vaccines throughout their life. Shots 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 lots of suffering around the world and even in the United States. Immunization makes a difference. 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:

- 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.

Next Article  
Deadline:

August  
20<sup>th</sup>

“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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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.

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“Surf the Wave to a Positively Charged Life”



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