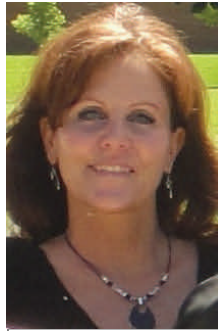




## Mission Statement

The purpose of the Granite Association of Educational Office Professionals shall be to provide personal and professional growth, leadership, and service opportunities to all educational office professionals; to provide quality training; to provide continuous study of the challenges facing educational office professionals; to recognize achievements; and to foster good fellowship.

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



Teresa Himmelberger  
GAEOP President

## Teresa's Tidbits

WOW, where has the time gone! Just a year ago, the new GAEOP Executive board was sworn in for the 2014-15 year. I have been so fortunate this past year to have had a great group of ladies to work with. Each of these ladies has made tremendous contributions and has been willing to take time out of their lives to work on your behalf, and they did it with style. A few of them have even found that they have hidden talents. A "BIG" thanks to Danielle Kitchen for doing a fabulous job as editor of "The LINK". We have **SAILED** through this process, proving that anything can be accomplished together.

I would also like to acknowledge those that will be retiring soon (see page 2). I have worked in the district for 18 + years, and I have had the privilege to work with great ladies. I want to wish them the best for the upcoming years. They are fortunate enough to go and explore the world, enjoy their time with loved ones, or just kick back and do absolutely nothing. A special thank you to Sandy Mamas. I cannot begin to tell you how valuable she has been to the district, GAEOP, and to me, as a friend. I do not know what she will do without my weekly (sometimes daily) phone calls. She will be missed!

I am excited for the upcoming year as President. It is true what they say....new experiences can only make you a better person. I want to thank all of those office professionals that continue to support GAEOP. *Without membership, we would not have an Executive board or an association to give us the professional development opportunities, quarterly trainings, and the chance to network with fellow office professionals to make us better every day.*

I look forward to seeing all your smiling faces on June 10<sup>th</sup>. Come and join us to "**Take Control of your Future!**" Come prepared to learn, and have a great time with your fellow office professionals. We have a fabulous Keynote speaker lined up, and you will meet the new GAEOP Executive board for 2015-2016, who will be meeting in June to start planning for next year!

As office professionals, it seems like we are adapting to change every day. Thank you for everything you do for this district. I know your Administrators appreciate everything that you do and for always having their back.

I am just an email or phone call away!

*Teresa Himmelberger*

*GAEOP President*

*Together we can.....SAIL ON*



## Inside:

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2014-2015 Advisory Committee

Always End the  
Day With a  
Positive Thought.  
No Matter How Hard  
Things Were,  
Tomorrow's a Fresh  
Opportunity to Make  
it Better.



In the  
Spotlight

## Truman Elementary Office Professionals

Submitted by: Stephanie Rees, Elementary West Board Member



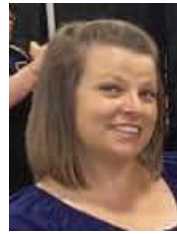
### Bonnie Seastrand, Principal's Secretary

My name is Bonnie Seastrand and I have worked for Granite School District for a while. I was the lunch secretary at Truman from 2006 until October 2014. I am now the Principal's Secretary at Truman Elementary and I am in a dazed state most of the time, learning new budgets, accounting and EVERYTHING else that goes with this job. I am loving it and trying to do my best. My husband and I have 4 children, and a newly adopted Border Collie. Our oldest 2 children are serving LDS missions in the Illinois Chicago West Mission and the Washington Spokane Mission. They will be home in June and July of this year and we can hardly wait. Our other 2 children are at home, one just finished her first year at Snow Collage and the other is a sophomore at Granger High School. I love to spend time at our cabin in Scofield that my husband and I built.



### Jodi Etherington, Attendance Clerk

My name is Jodi Etherington. I have been the attendance clerk at Truman for three years. I am also a registered nurse; in August, I will be retiring from nursing after 30 years. I have six children and I love working in the office at Truman with Bonnie, Mary and Mrs. Christensen.



### Mary Loback, Lunch Secretary

My name is Mary Loback and I've worked at Granite School District since January 2015. I started in the cafeteria here at Truman Elementary then I became the lunch secretary in May 2015. I have 4 children; 3 girls and 1 boy. My oldest will start junior high in the fall, my middle two will start attending Truman next year, and my youngest is 2 years old. I really enjoy working here at Truman!

## Bon Voyage

The following individuals have retired or will be retiring at the end of the school year. We thank them for all their years of service to the students of Granite District. We will miss them and want to wish them all the best during their "retired" years.

**Judy Anthony - Principal Secretary**  
*Copper Hills Elementary*

**Marie Jex - Registrar**  
*Skyline High*

**Randi Beagley - Career Center Secretary**  
*Kearns High*

**Arlene Johnson - Administrative Secretary**  
*Support Services*

**Merilynn Boekweg - Executive Secretary**  
*Business Services*

**Ruth Leavitt - Counseling Center Secretary**  
*Wasatch Jr. High*

**Carolyn Simons - Financial Secretary**  
*Cyprus High*

**Marlyce Bullard - Administrative Secretary**  
*Safety & Compliance*

**Gaylene Lesko - District Secretary**  
*Educational Technology*

**Caren Thomas - Registrar**  
*Hunter High*

**Susan Cline - Counseling Center Secretary**  
*Eisenhower Jr. High*

**Joylyn Lougy - Principal Secretary**  
*Farnsworth Elementary*

**Georgia Vallejos - Principal Secretary**  
*Cyprus High*

**Linda Farr - Media Center Secretary**  
*Hunter High*

**Sandy Mamales - Support Services Manager**  
*Police Department*

**Michele Yeates - Financial Secretary**  
*Hunter Jr. High*

**Nancy Jensen - Administrative Secretary**  
*Human Resources*

**Kirsten Sandberg - Principal Secretary**  
*Pleasant Green Elementary*



## Dates & Deadlines:

June 5, 2015  
**June 10, 2015**

Last Day of School  
**GAEOP Professional Development Day**  
**Olympus High School**

July 22-25, 2015

NAEOP 81<sup>st</sup> Annual Conference & Institute  
Buffalo, New York

June 16, 2015  
June 21, 2015

GSD Board Meeting  
Fathers' Day

July 24, 2015

Pioneer Day

July 4, 2015  
July 7, 2015

Independence Day (observed July 3rd)  
GSD Board Meeting

## Lifelong Learning

submitted by Elaine Wright, Administrative Board Member

Wikipedia states, "Lifelong learning is the ongoing, voluntary, and self-motivated pursuit of knowledge for either personal or professional reasons." As Office Professionals we know we must continue to take classes, for technology is changing so rapidly it is difficult to keep up otherwise. We can't rely on the way we did things 20 – or even 5 years ago and hope we will be effective and efficient today. I am grateful our District offers and provides classes and professional learning opportunities for us; we only have to take them when they are offered.

One of the best ways to learn is to spend time with secretaries who are innovative thinkers and invest their time in learning new skills. I have been in round table discussions where someone makes a comment that triggers a thought I may not have considered before. Ideas get bounced around and you can almost feel the energy and excitement in the group. I love coming up with solutions to problems because it makes me more efficient at my job. I've never understood people who don't want to learn how to do something new. I have heard them say "If I learn how to do that then they'll ask me to do it from now on and I have too much to do already. Let someone else do it."

While living in Russia 18 years ago, I came to know an amazing woman. Joy Heiner was in her 70's at the time and was still eager to learn and stay active. She was proud of the fact that she had graduated from college in California at age 67 – alongside her grandson. She was a living reminder to me that we are never too old to learn.

As we continue to gain new skills and knowledge we have to use them. The old adage *Practice Makes Perfect* has truth. We may forget what we learn if we don't use and apply it. We can also learn new skills better if we are willing to teach them to someone else. Abraham Lincoln said, "I don't think much of a man who is not wiser today than he was yesterday."



## Farewell to Friends

submitted by Sandy Memales, CEOE, GAEOP Past President



Today, I write to all the Office Professionals and friends in Granite School District to say "Good-Bye." On June 30, 2015, I will retire and start a new adventure. However, I couldn't leave without sharing my most cherished thoughts about my years of serving as a board member, which led me to serve four terms as the GAEOP President. I look back and see where I was and where I am today. I couldn't have achieved my goals for GAEOP without the input from each of you or the ladies who stood by me and worked to make things better for everyone.

Talking about memories, I remember the year we asked for additional training and Dr. Gourley and Dr. Bates (who was as Assistant Superintendent at the time) were so happy to grant us time to be released from our jobs and they both had some ideas for those training sessions. We made such in-roads with all the departments that trained the office professionals. Each training made me appreciate all who

helped make these trainings successful and see the association continue to grow. I loved greeting each of you and getting to know you.

I appreciated the opportunity I had to attend local, state and national conferences. My most memorable trips include Boston and South Carolina. The networking with ladies from all over the country and time spent with my dear friends from Granite will always be close to my heart. It is these experiences that helped me become a better office professional and leader. I encourage each of you to participate in these activities.

I will always remember each of you and cherish our friendships. I wish GAEOP continued success and growth. You are the stars that shine brightly and will lead the office professionals of Granite School District into the future. Happy new adventures!



Registration/check in starts at 7:00 am  
Olympus High School  
4055 South 2300 East  
South Parking Lot Entrance  
Continental breakfast provided by Granite Credit Union

The "Red Carpet" awaits your arrival  
**June 10<sup>th</sup>, 2015**

This is the event you have been waiting for...a fabulous keynote speaker, great training, networking, yummy food, door prizes, service project, and a chance to catch up with office professionals from other locations in the district. Best of all....you can join the best association, GAEOP (Payroll deduction of \$ 15.00/per year)

Don't miss your chance to win a basket! For each candy purchase (1 for \$ 1.00 - 6 for \$ 5.00), you will get a ticket. The more you buy, the more you increase your chance to win. We will have a basket for our 50/50 scholarship fund as well, half of the money collected goes to the lucky ticket winner, and the other half will go to the member scholarship fund.

- Movie Night Basket (GAEOP Board)*
- Cosmetology Basket (GTI Cosmetology)*
- Date Night out at the Salt Lake Bees (Dinner included)*



- Two AI Rounds art prints*
- Macy's Basket*

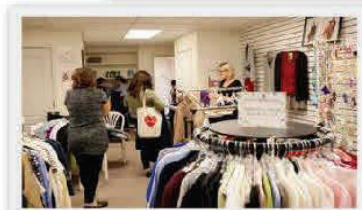
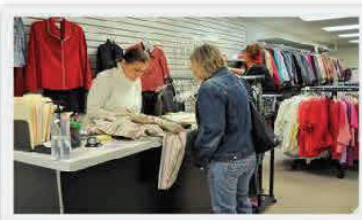
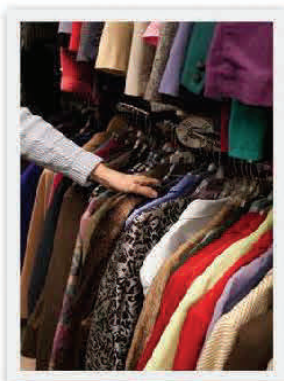
OSCAR's will be awarded to some very deserving office professionals.



### Women Helping Women

#### Women Helping Women Clothing Boutique

Photo



Photos courtesy of Kari Skorsk: Photography and JLSLC members



Clean out your closet and fill a bag with your gently used work wear. Bring it to Professional Development Day June 10<sup>th</sup>. We are holding a clothing drive to benefit women who are returning to work or entering the workforce for the first time. Please help a woman in need have her "red carpet moment" as she makes this transition.

A donation of five items or more will get you a ticket to win a door prize.

#### What we do

Women Helping Women is a project in which Junior League volunteers collect, prepare, and distribute donated professional woman's clothing. These clothes are given to women entering the workforce and who are in transition towards self-sufficiency. Clients are referred to the project by government and social service agencies. Women Helping Women has served nearly 12,000 women since 1996.

## Make a Difference by SPRING CLEANING

As you start cleaning out those closets, please fill a bag with your gently used work wear to bring to Professional Development Day on June 10<sup>th</sup>. We are holding a clothing drive to benefit women who are returning to work or are entering the workforce for the first time. Please help a woman in need have her "red carpet moment" as she makes this transition. For more information about this organization check out [https://www.jslc.org/?nd=p\\_women\\_helping\\_women](https://www.jslc.org/?nd=p_women_helping_women)



## Benefits of GAEOP - Join Today!

What are the benefits of GAEOP Membership....GAEOP is a voice for office professionals in the district.

GAEOP provides...



- The Advisory Committee is established by the President who sets up meetings to advocate for secretaries. The President also meets with the administration during Meet and Confer. She makes sure to address issues of training, salary, and benefits as well as other 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 hours for your PSP or GCOP, which equals more money for you.
- The Link monthly newsletter.
- Opportunities to network with other office professionals to create support systems and friendships.
- You are given a small gift for your birthday and Office Professionals Week.
- Fun activities throughout the year.

Renewing or joining is easy! Say yes to payroll deduction and a one- time charge of \$15 will be taken from your September 15<sup>th</sup> paycheck. Payroll deduction simplifies the process and gives an accurate record. \*\*You can still bring a check or cash to PD Day on June 10, if that's what you prefer.

**THE MORE MEMBERS- THE BIGGER OUR VOICE!** Refer your friends and co-workers to GAEOP. When they sign up and mention your name, you will be rewarded. The GAEOP Member with the most referrals between June 1 through June 9, 2015, will receive an extra reward. (One from each level, Elementary, Secondary, and District.) To sign up, renew or ask a question- email Traci Pritchett [tpritchett@graniteschools.org](mailto:tpritchett@graniteschools.org). Be sure to mention who referred you!

## PSP/GCOP Recipient

*submitted by Traci Pritchett, PSP/GCOP Chair*

Congratulations to the following individual! She has earned her PSP/GCOP certificate. For more information about the PSP/GCOP Program, check out the [GAEOP webpage](#).



### Entry Level

Lynette Mayhew - Maintenance



Kudos to the following office professionals that have been recognized as a "Customer Service Star" in the Granite School District Employee Link newsletter.

**"Lisa Turner** has been at Morningside Elementary for 13 years. She knows the name of nearly every student and what class they are in and who their parents are." She, like a lot of office professionals, doubles as a therapist for students, parents and colleagues.

**"Julie Martinez** from Human Resources is extremely helpful every time I call her. She is a bastion of customer service. She is very knowledgeable. She has the answers to most of my questions, and if she doesn't know she finds out for me."

Do you want to recognize a colleague for a recent accomplishment?  
Honor a fellow office professional for a recognition?  
Thank a friend for helping you on a project?

We want to hear from you so that we can let everyone know that Granite School District Office Professionals are awesome!

Please send kudos to Danielle Kitchen at [dfkitchen@graniteschools.org](mailto:dfkitchen@graniteschools.org)

## Happy Birthday to You!

Happy Birthday to the following GAEOP Members:

**Traci Pritchett - June 1**  
*Information Systems*

**Danielle Kitchen - June 2**  
*School Accountability Services*

**Angie Pester - June 3**  
*Jefferson Jr. High*

**Debbie Okelberry - June 4**  
*Granger High*

**Julie Cowley - June 7**  
*Skyline High*

**Marcia Cannon - June 9**  
*Hillsdale Elementary*

**Sandra Riches - June 10**  
*Resource Development*

**Alesha Stutz - June 10**  
*Armstrong Academy*

**Stefanie Meier - June 12**  
*Plymouth Elementary*

**Michele Yeates - June 12**  
*Hunter Jr. High*

**Andrea Petty - June 17**  
*Granger High*

**Carla Park - June 19**  
*Taylorsville High*

**Dixie Swiatocha - June 22**  
*Hunter Jr. High*

**Randi Beagley - June 24**  
*Kearns High*

**Kathy Roos - June 24**  
*GTI*

**Wendy Atkinson - July 1**  
*Transportation*

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

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

**Nancy Jensen - July 5**  
*Human Resources*

**Stormy Goeckeritz - July 6**  
*Benefits*

**Lisa Turner - July 6**  
*Morningside*

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

**Leisl Leystra - July 7**  
*Granger High*

**Kathie Woodruff - July 7**  
*Jefferson Jr. High*

**Mary Duersch - July 8**  
*Teen Parent*

**Kennie Schlappi - July 8**  
*Transportation*

**Betty Kresser - July 9**  
*Cottonwood High*

**Marie Orton - July 10**  
*Curriculum*



**Pat Thompson - July 11**  
*Accounting*

**Virginia Glaittli - July 13**  
*Beehive Elementary*

**Teri Richman - July 16**  
*Hunter High*

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

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

**Karen Harrison - July 19**  
*Granite Peaks*

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

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

**Christy Anderson - July 24**  
*YESS Program*

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

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

**Corinne Jones - July 31**  
*Transportation*

## Recipe Corner

This is perhaps too simplistic of a recipe for all of you great GAEOP cooks, but this salad just always screams summer-comfort to me. – **Marsha Smith, School Accountability Services**

### Garden Pasta Salad

- 1 (16 ounce) package uncooked tri-color spiral pasta
- 1 c. broccoli florets, cooked and cooled
- ½ c. thinly sliced carrots
- 2 stalks celery, chopped
- ½ c. chopped green bell pepper
- ½ c. cucumber, peeled and thinly sliced
- 10 grape tomatoes, halved, or  
2 small tomatoes cut in bite-size wedges
- ½ - 1 can black olives, sliced or whole
- ¼ c. onion, chopped or thinly sliced
- 1-2 (16 ounce) bottles Italian-style salad dressing
- ½ c. grated Parmesan cheese



Cook pasta in large pot of boiling water until al dente.

Rinse under cold water and drain.

Mix broccoli, carrots, celery, peppers, cucumbers, tomatoes, olives and onions together.

Combine cooled pasta and vegetables together in a large bowl. Pour desired amount of dressing over mixture, add cheese and mix well. Chill for one hour before serving. Could sprinkle top with additional cheese and/or "Salad Supreme".



*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 Darla Williams.*

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:

**Danielle Kitchen**

School Accountability Services  
385-646-4525  
[dfkitchen@graniteschools.org](mailto:dfkitchen@graniteschools.org)

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials is the 20<sup>th</sup> of each month.

GAEOP is affiliated with:  
**UAEOP**

Utah Association of  
Educational Office Professionals  
**NAEOP**

National Association of  
Educational Office Professionals

TOGETHER WE CAN.....



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

Visit Our Website

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

Granite School District  
2500 S State Street  
Salt Lake City UT 84115

## 2014-2015 GAEOP Board Members

**President - Teresa Himmelberger**  
*Advisory, Meet and Confer*  
Payroll Office  
385-646-4311  
[tdhimmelberger@graniteschools.org](mailto:tdhimmelberger@graniteschools.org)

**Vice President - Kari Parry**  
*Nominations/Elections*  
Taylorsville High  
385-646-6903  
[kmparry@graniteschools.org](mailto:kmparry@graniteschools.org)

**Secretary - Darla Williams**  
*Birthdays, Well Wishes*  
Hunter Elementary  
385-646-4876  
[djwilliams@graniteschools.org](mailto:djwilliams@graniteschools.org)

**Treasurer - Kathryn Roos**  
*Finance*  
Granite Technical Institute  
385-646-4340  
[kgroos@graniteschools.org](mailto:kgroos@graniteschools.org)

**Historian - Cindy McCleve**  
*In-services*  
Matheson Jr. High  
385-646-5290  
[ccmcclve@graniteschools.org](mailto:ccmcclve@graniteschools.org)

**Membership - Traci Pritchett**  
*PSP/GCOP*  
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385-646-4101  
[tpritchett@graniteschools.org](mailto:tpritchett@graniteschools.org)

**Part Time Board Member - Marie Orton**  
*Facebook*  
Curriculum & Instruction  
385-646-6042  
[morton@graniteschools.org](mailto:morton@graniteschools.org)

**Elementary Board Member - East**  
**Leanne Helbling**  
*Office Professional Week*  
Crestview Elementary  
385-646-4804  
[ldhelbling@graniteschools.org](mailto:ldhelbling@graniteschools.org)

**Elementary Board Member - West**  
**Stephanie Rees**  
*Ways and Means, Weebly*  
Diamond Ridge Elementary  
385-646-4858  
[srees@graniteschools.org](mailto:srees@graniteschools.org)

**Junior High Board Member**  
**Cristine Brimley**  
*Fall Social*  
Churchill Jr. High  
385-646-5144  
[cbrimley@graniteschools.org](mailto:cbrimley@graniteschools.org)

**Senior High Board Member**  
**Karen Bowden**  
*Evening of Recognition Dinner*  
West Lake Jr. High  
385-646-5254  
[kdbowden@graniteschools.org](mailto:kdbowden@graniteschools.org)

**Administrative Board Member**  
**Elaine Wright**  
*Office Professional Week*  
School Accountability Services  
385-646-4535  
[ewright@graniteschools.org](mailto:ewright@graniteschools.org)

**Executive Board Member**  
**Carol Berlin**  
*Scholarships and Awards*  
Teaching & Learning  
385-646-4513  
[clberlin@graniteschools.org](mailto:clberlin@graniteschools.org)

## 2014-2015 Advisory Committee

Don Adams - Assistant Superintendent, Support Services  
Donnette McNeill-Waters - Human Resources  
Verneita Hunt - Human Resources  
Jane Lindsay - School Accountability Services  
Emme Liddell - Taylorsville High School  
Tina West - Rosecrest Elementary School  
Teresa Himmelberger - Payroll Office  
Kari Parry - Taylorsville High School  
Karen Bowden - West Lake Jr. High School  
Darla Williams - Hunter Elementary School  
Elaine Wright - School Accountability Services

The advisory committee meets the 2<sup>nd</sup> Thursday of each month to discuss issues concerning the Granite School District office professionals.