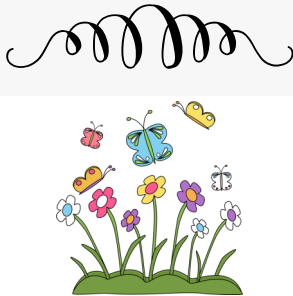




## Mission Statement

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*



Wow, how time flies. Another school year is almost complete. I know many of you will be busy with report cards, end of year deadlines, registering, graduations and much more. Among these many tasks, do not forget to take time to honor your mothers on May 12.

The meaning of being a mother is virtually endless. She is a selfless, loving human who must sacrifice many of her wants and needs for the wants and needs of her children. As an office professional in a school district we often take on these same roles. Whatever role you play to children, thank you for all you give to provide love, help, comfort, food, clothing, etc. Happy Mother's Day!

Many have asked about online trainings available for the PSP/GCOP certification. Along with the many classes GAEOP provides, we have compiled a list of classes from [Lynda.com](http://Lynda.com) that will be accepted for certification as well.

- Office 365
- Excel
- Word
- Planner
- PowerPoint
- Yammer 2016
- PDF
- Business Etiquette:  
Phone, Email and Text
- Handling Workplace  
Change
- Google Sheets
- Managing Up
- Mastering Common  
Interview Questions
- Note Taking
- Overcoming  
Procrastination
- Time Management
- Web Conferencing
- Writing a Resume

I hope you will find these classes useful to help in your certification endeavors.

The preparations for our Annual Professional Development Day are well under way and the committee is excited to welcome you. A few informational

things to tell you about. If you find your plans have changed, and you have not registered, we will still accept registrations through May 15.

We will be doing a fundraiser this year for the NAEOP 2020 conference here in Salt Lake City. We have two great items for sale. A four connection USB port to plug into your computer, for \$8.00, and a small over-the-shoulder tribute bag with the NAEOP logo, for \$12.00. See page 6 for pictures. We would appreciate your support in this venture. We will be accepting credit card, cash or check.

As in the past we will have plenty of fun prizes and baskets to win. You can acquire tickets for a chance to win prizes by purchasing a piece of candy for \$1.00 or six pieces of candy for \$5.00. Some of the baskets you could win are... a gardening basket, a movie night at home, kitchen basket, "All about you" pampering basket, Waxie product basket, and the fabulous Eagle painting that Sam Glenn painted for us last year. We will also be doing our 50/50 basket.

This event will be a great time to work with other office professionals by participating in classes throughout the day, renew friendships, build your friend network who you can call upon for help in your jobs. More information to come in a few weeks.

Thank you for a fabulous year with GAEOP. We appreciate the support you give us and love to hear about ways we can improve. We look forward to many more years representing you.

See you on May 30 at Skyline High.

*Teresa Himmelberger, CEOE  
GAEOP President*

## In The Spotlight

submitted by Carol Seastrand, Part-Time Employee Representative

### Cindy Briggs, Taylorsville High School



My name is Cindy Briggs and I am the assistant financial secretary at Taylorsville High School. I'm so grateful Jana took a chance on me three years ago. I have loved working at the school getting to know the amazing staff and students. Working at the school also provides the perfect schedule that allows me to be in sync with my kiddos,

two of which go to Taylorsville. Landon is a senior, Tanner is a Sophomore. My oldest, Jordan, is a junior at Utah Valley University. My baby and only girl, Eden, is in 6<sup>th</sup> grade. The rest of the family includes my awesome husband of 23 years, Colby, and our crazy little mini schnauzer, Murphy. Whether we are going to visit family in Nevada, watching Jordan perform, taking Murphy on a walk, or simply getting a refill at the gas station, spending time with this tribe of mine is my favorite! Some of my other favorites include reading books, interior house painting and watching my favorite TV shows while running on the treadmill. I feel very lucky to be able to enjoy both home and work life--It's a great day to be a Warrior!



## Our Ripples

submitted by Jackie Hale, GAEOP Historian



**“You are free to choose exactly what you want to do, as long as it does not restrict or impose on the rights or liberties of others, but you must be responsible for your acts and prepared to take the consequences.”**

**-N. Eldon Tanner**

**YOU DECIDE!**



## May “Going the Extra Mile” Recipient

submitted by Laura Purrington, “Going the Extra Mile” Chair

### Brenda Dahle, Olympus High



(l-r) Tiffani Robison, Brenda Dahle, Stephen Perschon (principal)

“Brenda is the front line at Olympus High School. She treats everyone, and I mean EVERYONE, with kindness and respect - whether it's a teacher, student, janitor, parent or other staff member. She's always optimistic and puts a positive perspective on everything.

Even when moments get frustrating and include such things as angry parents, upset teachers, lost substitutes, missing buses or whatever whirlwind of a day she's having, she stays calm, composed and cheerful. She's retiring this year and we will all miss her so much!”

~Tiffani Robison



An email requesting nominations is sent out at the beginning of each month, September through April. The email includes a link to a Google form to fill out the nomination. Each month, an office professional will be recognized for “Going the Extra Mile” in the work that they do. Think ahead for next year and take the opportunity to nominate a deserving individual. Some examples may include: providing the highest quality of service, contributing to a positive work place, providing a professional quality of work, being a team player, demonstrating initiative and treating others with warmth, courtesy and respect. If you have any questions or want to nominate someone, please contact any member of the 2019-2020 GAEOP Board.

## Tips & Tricks

*submitted by Leisl Leystra, Elementary West Representative*

### **Administrative Assistant Tip #1: Know Your School**

It's virtually impossible for secretaries to be successful in the workplace unless they know their school inside and out. Knowledge of key personnel and office routines is a given, but a thorough understanding of the school mission is also very helpful.

### **Administrative Assistant Tip #2: Plan Your Workspace**

A cluttered workspace is an invitation for chaos and disaster. An orderly and well-designed workspace, on the other hand, can make your job a lot easier. Minimal amounts of photos and personal adornments are okay, keep it simple and organized. Determine which resources you use most regularly and design your workspace accordingly.

### **Administrative Assistant Tip #3: Be Respectful**

It's no secret that secretaries are often placed in difficult situations. When things turn stressful, they are the ones who bear the brunt of workplace frustrations. Yet no matter how difficult and stressful the work environment becomes, it's important to maintain a respectful attitude toward your coworkers and supervisors. Instead of allowing the situation to get the best of you, use the opportunity to demonstrate your ability to perform under pressure. Keeping things confidential when needed continues to build the trust between you and peers.

### **Administrative Assistant Tip #4: Take Initiative**

One of the easiest ways to make your mark as a secretary is to anticipate your supervisor's needs before they do. Taking the initiative and being proactive will help avoid any last minute stressful situations.

### **Administrative Assistant Tip #5: Network**

Networking is just as important for a secretary as it is for executives. Through internal networking, you can forge relationships within the company that are beneficial for doing your job and helping your department achieve its goals.

### **Administrative Assistant Tip #6: Dress for Success**

Appearance matters, even for secretaries. Although you may not have the resources of a top-level executive, you can still dress in a manner that exudes confidence and professionalism. Keep in mind that the way you dress is more than a reflection on the company and your supervisor – it's also a reflection on yourself and it can have significant consequences when it comes to advancement.

### **Administrative Assistant Tip #7: Pursue Continuing Education**

Take advantage of continuing education as a tool for improving your skills as a secretary and to create opportunities for promotion in the future.

### **Administrative Assistant Tip #8: Don't take it personal**

In addition to having the position of secretary, we are also firefighters. We have the ability to put out fires before they get out of control. Remember that the parent is not angry with you, but a situation that has affected them, or a situation at home that you are unaware of. Listen to the parent, don't interrupt. Help them categorize the situation. Empathize with their situation. Let them know you are here to help find a solution to the problem.

<http://www.gaebler.com/Administrative-Assistant-Tips.htm>

## National Association ~ NAEOP

2020  
Conference  
is in SLC!

**2019 NAEOP Annual Conference  
and Institute**

July 15-20, 2019  
Boise, Idaho



Conference outline and registration  
available at [naeop.org](http://naeop.org).  
Click on **Events**.

**It's Always a Great  
Day to Learn  
Something New!**

## Dates & Deadlines:

May 7, 2019	GSD Board Meeting
May 12, 2019	Mother's Day
May 15, 2019	PSP Filing Date (NAEOP)
May 16, 2019	GAEOP Advisory Committee Meeting
May 23, 2019	Last Day of School
May 27, 2019	Memorial Day
May 30, 2019	GAEOP Professional Development Day Skyline High School
June 1, 2019	Do Something to Care for Yourself
June 10, 2019	Choose a Lynda.com Class to Complete
July 11, 2019	Set Two Goals for the New School Year
July 15-19, 2019	NAEOP Annual Conference, Boise, ID
August 19, 2019	School Starts
July 20-24, 2020	NAEOP Annual Conference, Salt Lake City, UT



# Happy Birthday to You!



**Diane Fowler - May 5**  
*Matheson Jr. High*

**Sandra Dorius - May 9**  
*Morningside Elementary*

**Monica Tovar - May 9**  
*Cyprus High*

**Nicole Smauldon - May 10**  
*Stansbury Elementary*

**Jessica Inman - May 13**  
*Plymouth Elementary*

**Dawnette Dial - May 15**  
*Granite Park Jr. High*

**Dustie McDonald - May 15**  
*Wright Elementary*

**Breanna Lay - May 16**  
*Transportation*

**LaRene Carlson - May 17**  
*Penn Elementary*

**Carla Dalton - May 17**  
*Bates Foods*

**Cris Brimley - May 21**  
*Churchill Jr. High*

**Alodia Lodge - May 21**  
*Granger Elementary*

**Tempest Fullmer - May 22**  
*Maintenance*

**Sally Breinholt - May 25**  
*Granite Connection High*

**Sherri Duckworth - May 27**  
*Cottonwood High*

**Jesie Canning - May 29**  
*Payroll Office*

**Kim Thompson - May 29**  
*Fox Hills Elementary*

**Liliana Arias - May 30**  
*Granger High*



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

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

**Julene Maddocks - June 2**  
*Preschool Services*

**Dayna Hunter - June 3**  
*Accounting*

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

**Robyn Elmore - June 5**  
*Westbrook Elementary*

**Ramona Smith - June 7**  
*Bonneville Jr. High*

**Sheila Thompson - June 8**  
*Evergreen Jr. High*

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

**Kathy Jenkins - June 10**  
*Lake Ridge Elementary*

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

**Aleshia Stutz - June 10**  
*Armstrong Academy*

**Lora Willhard - June 10**  
*Crestview Elementary*

**Stefanie Meier - June 12**  
*Woodstock Elementary*

**Michelle Eastman - June 14**  
*Career & Technical Education*

**Teresa Kehl - June 17**  
*Granite Peaks*

**Lorraine Peterson - June 17**  
*South Kearns Elementary*

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

**Jacki Peercy - June 20**  
*Jefferson Jr. High*

**Sylvia Salazar - June 20**  
*Special Education*

**Shannon Hardy - June 24**  
*Taylorville Elementary*

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

**Sandra Brunson - June 25**  
*Accounting*

**Samantha Basham - June 27**  
*School Accountability*

*May happiness and sunshine  
fill your day not only on your  
birthday but the whole  
year through..*



*~ Author Unknown*

## Tried & True Recipe

Submitted by Kathie Woodruff, GAEOP Secretary

### Can't Get Enough . . . Breadsticks

Yield: 36 Breadsticks

You will need two large cookie sheets

#### Ingredients:

Rhodes Frozen Roll Dough (36 count)

Sweet cream salted butter (2 sticks)

Garlic salt with parsley (1/2- 1 tsp. per cookie sheet)

Parmesan/Romano/Asiago cheese mix (1 bottle)



1. Defrost roll dough in unopened bag in the refrigerator, usually overnight (do not leave too long as rolls will merge together.)
2. Melt one cube of butter for each cookie sheet in the microwave and pour on the cookie sheet.
3. Sprinkle the garlic/parsley salt over the butter and evenly distribute on the cookie sheet.
4. Divide each dough ball in two - then roll each piece like a snake, pulling to relax the dough, until approximately five-six inches long.
5. Place on a cookie sheet in either three rows of six or two rows of nine.
6. Flip each breadstick over and over to coat with the butter and garlic salt mixture.
7. Generously sprinkle with cheese, completely covering each roll.
8. Cover with a large dish cloth; place in a warm area where there are no drafts.
9. **This is the 'SECRET' for really light and airy breadsticks: Let raise for 4-8 hours.**
10. Bake at 375 degrees for 10-15 minutes or until golden brown- don't overcook!



## 2019-2020 GAEOP Executive Board

#### President

Teresa Himmelberger, CEOE, Payroll Office

#### Vice President

Julianne Hamblin, CEOE, Fox Hills Elementary

#### Secretary

Kathy Woodruff, Jefferson Jr. High

#### Treasurer

Sheyla Holt, Bates Food Services

#### Historian

Jackie Hale, Oakridge Elementary

#### Membership

Diane Roberts, Bridger Elementary

#### Executive Representative

Diana Pennington, Support Services

#### Administrative Representative

Gayna Breeze, CEOE, Planning & Boundaries

#### Elementary East Representative

Leanne Helbling, Crestview Elementary

#### Elementary West Representative

Leisl Leystra, Bennion Elementary

#### Junior & Senior High Representative

Michelle Raymond, Kearns Jr.

#### Part Time Employee Representative

Carol Seastrand, Taylorsville High



*Our thoughts are with those who have lost loved ones or are recovering from illness. If you know of someone who has lost a loved one or is ill, please contact Kathie Woodruff or Teresa Himmelberger.*

# Going the Extra Mile Nominees

submitted by Kathie Woodruff, GEM Award Co-chair



Congratulations to these office professionals who have been nominated this year for the Going the Extra Mile (GEM) Award. We are happy to recognize, once again, your dedication to excellence. Thank you to **all** office professionals who work so hard to make your departments and schools wonderful places to be. We also thank those who took time to notice, and nominate, individuals for their contributions.

**Lorna Allen**

*West Kearns Elementary*

**Cindy Briggs**

*Taylorville High*

**Stacy Bushell**

*Cottonwood High*

**Alyssa Carraway**

*Educational Technology*

**Heidi Clark**

*Communications*

**Suzanne Davie**

*Cottonwood High*

**Marguerita Davilla-Telck**

*Olympus Jr. High*

**Cindy Davis**

*Moss Elementary*

**Michelle Dean-Jackman**

*Skyline High*

**Dawnette Dial**

*Granite Park Jr. High*

**Carrie DiVall**

*Armstrong Academy*

**Teresa Evans**

*Cottonwood High*

**Kelly Franz**

*Cottonwood Elementary*

**Tempest Fullmer**

*Maintenance*

**Diane Gilmore**

*Fox Hills Elementary*

**Judy Godoy**

*Kennedy Jr. High*

**Amy Hendrickson**

*Special Education*

**Jessica Ibarra**

*Taylorville High*

**Jamileh Jameson**

*Skyline High*

**Jennifer Justesen**

*Skyline High*

**Melinda Losee**

*Westbrook Elementary*

**Kim Lovato**

*Skyline High*

**Tina Madsen**

*Pioneer Elementary*

**Karen Manning**

*Skyline High*

**Melissa Maughan**

*Career & Technical Education*

**Carol Neibuhr**

*YESS*

**Danette Ontiveros**

*Olympus High*

**Kacie Pfeil**

*Cottonwood High*

**Michelle Raymond**

*Kearns Jr. High*

**Stephanie Rees**

*Diamond Ridge Elementary*

**Sandra Riches**

*Resource Development*

**Diane Roberts**

*Jim Bridger Elementary*

**Nicole Smauldon**

*Stansbury Elementary*

**Bonese Snarr**

*Wasatch Jr. High*

**Melanie Sotele**

*Communications*

**Gaylawn Starnes**

*Human Resources*

**Janet Udell**

*Calvin Smith Elementary*

**Brynn Winn**

*Human Resources*

## NAEOP 2020 Conference Fundraiser



**4-port USB  
Extender**  
\$8 each

The 2020 **NAEOP Annual Conference** is coming to Salt Lake City, July 20-24, 2020.

To get ready, we are selling these handy items at our Professional Development Day..

Don't miss out! Quantities are limited!

**Credit Card, Cash, or Check accepted.**



**Small Tribute  
Bag with  
Shoulder Strap**  
\$12 each

## Professional Development Day

*“Always Stand Tall”*

**GAEOP Professional Development Day**  
**Thursday, May 30, 2019**  
**Skyline High School**

**7:00 - 7:45 am**

Check In

Continental Breakfast ~ Courtesy of Granite Credit Union

**8:00 - 8:30 am**

Flag Ceremony

Welcome ~ GAEOP President, Teresa Himmelberger, CEOE  
 Inspiration “Always Stand Tall”

NAEOP Greetings ~ Past President, Wendy Heslink, CEOE  
 Administrative Greetings  
 Announcements

**8:30 - 9:30 am**

**Keynote Presentation**

***Georgette Council, CEOE***

***“Stepping into Your Purpose”***

This interactive session is designed to help identify the talents, skills, and resources we each have available to us every day to assist with job success and security. We will have open discussion and role play to discover our hidden talents and skills. Whether you are looking to grow within your current position or to position yourself for a new opportunity, you will gain useful tips and information that will help in your quest for ongoing professional growth.

**Class Sessions 1 - 10:00 - 11:00 am**

**Class Sessions 2 - 11:10 - 12:10 pm**

Luncheon ~ 12:30 - 1:45 pm

*Scholarship Presentations*

*“Going the Extra Mile” Award Presentation*

*Introduction of the 2019-20 GAEOP Executive Board*

**Class Sessions 3 - 1:45 - 2:45 pm**

**Class Sessions 4 - 3:00 - 4:00 pm**

GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ELEMENTARY · DISTRICT · SECONDARY



## Professional Development Day, continued

**“Always Stand Tall”**

**May 30, 2019**

**Skyline High School**

### **Customer Service...Yes, Being Nice IS Your Job**

*Ben Horsley, Communications Director, GSD*

This class will focus on dealing with some of the social challenges that come with your positions; how to deal with angry parents, the best avenues of communication with your community, and the do's and don'ts of interactions with students, faculty, and patrons.

### **Don't Forget your PB and J (Professional Behaviors on the Job)**

*Wendy Heslink, CEOE - Past President, NAEOP*

It's not just a title, it's a behavior, and a behavior we all have to make our offices run successfully. It's not just how we dress, it's how we act, talk, listen, communicate, handle ourselves, and handle others. Professionals stand out above the crowd, even when facing difficult situations and people. This workshop will define professionalism in the educational office, how it is achieved, how it is judged, how it can be maintained (even in the most difficult of situations), and how it can become a habit. Bill Watterson said, "If you can't control your peanut butter, you can't expect to control your life." Are you controlling your PB/J (Professional Behaviors on the Job)?

### **Generationally Speaking**

*Georgette Council, CEOE - Administrative Council, NAEOP*

In this workshop we will explore the five (5) generations currently engaged in the workplace. We will identify characteristics and gain a better understanding of the generations, improve communications and teamwork, accept personal responsibility in working together, and provide tips and suggestions for overcoming generational differences.

### **Put the Oxygen Mask on Yourself First**

*Andrea Miller, Associate Director, Special Education, GSD*

This session will focus on how to manage challenging behaviors - how to keep calm and de-escalate. Learn skills and techniques to intervene safely, like knowing when to take a deep breath, paying attention to your tone of voice, and not feeling defensive.

### **Suicide and Prevention Awareness**

*Judy Peterson, Director, Comprehensive Guidance, GSD*

Everyone in a school community can make suicide prevention and awareness a priority all year long. This session will focus on what you can do for students and families in distress and introduce you to prevention and awareness tools and resources available in the district and community.

### **Turn Stress into Success**

*Dr. Stuart Yeager - Employee Awareness Association*

In this workshop Dr. Yeager will talk about the benefits of laughter, breathing techniques, creating life-work balance, relaxation techniques and the types and effect of stress.

### **Workplace Violence, How to Deal with an Active Shooter**

*Sergeant Wyatt Weber - Utah Highway Patrol*

This training will expand on the national standard of Run Hide Fight and will include a question and answer session to help prepare those working in and around state buildings for violent encounters.

### **Work Sessions - Secondary and Elementary**

*School Accountability, GSD*

This will be your opportunity to network with your job-alike co-workers. Share your ideas with others and work together for solutions.



Next Article  
Deadline:

July  
10<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:

**Julianne Hamblin**

Fox Hills Elementary  
385-646-4828

[jihamblin@graniteschools.org](mailto:jihamblin@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  
**NAEOP**

National Association of  
Educational Office Professionals



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

Visit Our Website

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

Granite School District  
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Salt Lake City UT 84115

## 2018-2019 GAEOP Board Members

**President**

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**Elementary Representative – West**

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**Michelle Raymond**

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**Senior High Representative**

**Laura Purrington**

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**Part Time Employee Representative**

**Carol Seastrand**

Taylorville High  
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## 2018-2019 Advisory Committee

Don Adams - Assistant Superintendent, Support Services

Ben Horsley - Communications

Patrick Flanagan - Human Resources

Donnette McNeill-Waters - Human Resources

Garett Muse - School Accountability, Secondary

Tina West - School Accountability, Elementary

Teresa Himmelberger - GAEOP President, Payroll Office

Julianne Hamblin - GAEOP Vice President, Fox Hills Elementary

Kathie Woodruff - GAEOP Secretary, Jefferson Jr. High

Diana Pennington - GAEOP Executive Representative, Support Services

Diane Roberts - GAEOP Membership Chair, Bridger Elementary

Laura Purrington - GAEOP Senior High Representative, Kearns High

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