

# Intradistrict Communication

Date: September 10, 2020  
To: Administrative and Office Staff of Schools and District Departments  
From: John Larsen, Business Administrator  
Subject: **Business Department Training for District and School Office and Administrative Staff**

You are invited to attend one of the three training sessions that will be held October 1, October 5, and October 15 for office and administrative staff of schools and District departments (the same information will be presented at each session). While the training is optional, the information may be beneficial to school and department office staff and administrators. The October 1<sup>st</sup> and 15<sup>th</sup> sessions will be held in the morning and the October 5<sup>th</sup> session in the afternoon. The sessions will take place via either ZOOM or Google Meet.

The meeting agenda will be finalized and sent in a future JAM. Presenters include directors or representatives from Business Services, Accounting Budgets & Audits, Purchasing, Information Systems, Payroll Services, Insurance Services, Auxiliary Services, Facility Services, Transportation, Nutrition Services, and Custodial Services.

If you would like to participate in one of the sessions, please send an email to Jeri Clayton, at [jeri.clayton@jordandistrict.org](mailto:jeri.clayton@jordandistrict.org) and let her know which date you would like to sign-up to attend. The total number of participants in each session will be capped at 80 (plus presenters). Because we want the sessions to have the same interactive environment as in-person sessions, attendees will be able to submit questions via ZOOM Chat or Google Meet Chat. Attendees will also be provided with a link to hand-outs provided by the presenters so they can be viewed during the training or downloaded for future use.

We hope you will take advantage of this training opportunity.

jl/jc