

Intradistrict Communication

DATE: September 17, 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**

Attached is the agenda for the optional training sessions that will be held October 1, October 5, and October 15 for office and administrative staff of schools and District departments (same information presented at each session). The October 1st and 15th sessions will be held in the morning and the October 5th session in the afternoon. The sessions will take place via either ZOOM or Google Meet.

As a reminder, if you would like to participate in one of the sessions, please send an email to my administrative assistant, Jeri Clayton, at 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) and attendees will be able to submit questions via ZOOM Chat or Google Meet Chat.

Attendees of each session will receive an email the day prior to the training with instructions for connecting to the meeting and a link to the presentation materials.

jl/jc