

JORDAN SCHOOL DISTRICT

# Interoffice Communication

Date: December 10, 2015  
To: Administrative Assistants  
From: John Larsen, Business Administrator  
Subject: Business Meeting for Administrative Assistants

Last spring, we held our first business meeting for administrative assistants. We appreciated the great attendance at these meetings and the suggestions for topics that we received. In our continuing effort to provide a forum for administrative assistants to receive applicable information and training, we have scheduled another set of business meetings to be held:

Monday, January 11, 2016 – 1:00-3:00 p.m.

Friday, January 22, 2016 – 9:00-11:00 a.m.

The meetings will be held at the District Office in room 129. As before, this meeting is voluntary and not required; however, we hope you will take advantage of this specialized training. The meetings are also open to administrators and/or others that may benefit from the topics to be presented.

The topics that will be discussed in these sessions are geared more towards school-related matters, but District administrative assistants are welcome to participate. These topics include:

- ID badge protocol
- Accounting: journal entries, school budgets, 1099s, etc.
- School Skyward Financial Reports
- Field trip ins and outs
- Human Resources: Substitutes in Aesop

If you plan to attend, please choose one of the two dates that will work best with your schedule and send an email to Jeri Clayton ([jeri.clayton@jordandistrict.org](mailto:jeri.clayton@jordandistrict.org)) to let her know which date you will attend so that we can plan for the number of attendees at each session. You can also call Jeri at 801-567-8120.

We look forward to seeing you at these meetings in January. Enjoy the upcoming winter break.

/jc