

JORDAN SCHOOL DISTRICT

Interoffice Communication

Date: January 4, 2016
To: Administrative Assistants
From: John Larsen, Business Administrator
Subject: January 11 and 22 Business Meeting for Administrative Assistants

This is a reminder about the business meeting for administrative assistants that will be held at the District Office in Room 129 on the following dates:

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

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

Meeting attendance is voluntary and not required; however, we hope you will take advantage of this specialized training. A copy of the agenda is attached. While the topics that will be discussed in these sessions are geared more towards school-related matters, District administrative assistants are welcome to participate. The meetings are also open to administrators and/or others that may benefit from the topics being presented.

If you haven't already provided Jeri with the date 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) 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.

/jc
Attachment