

GAEOP Mentor Program For Mentors, Mentees, Administrators, and the Mentor Advisory Committee

**Mentor Packet**

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# About the Program

**Purpose**:

The purpose of the mentor program is to provide effective instruction to new secretaries in Granite School District and help secretaries who transfer to a new position within the District.

**Definition**:

**Mentor**: The secretary assigned to train (mentor) the new/transfer secretary

**Mentee**: The new/transfer secretary to be trained (mentored)

**Transfer Secretary**: Current employee moving from one position within Granite School District to Principal Secretary, Financial Secretary, or Registrar at a school location

**New Secretary**: New to Granite School District as a Principal Secretary, Financial Secretary, or Registrar

**Term**: HR determines the start date of the mentor and the term is either 6 or 12 months, depending on transfer vs new secretary, respectively

**Stipend**:

A one-time stipend of up to $300 for a new secretary (12-month assignment) and up to $150 for a transfer secretary (6-month assignment) may be paid to the mentor based on the Mentor Advisory Committee’s evaluation of the mentor’s performance and associated paperwork.

**Mentor Advisory Committee**:

The Mentor Advisory Committee shall consist of the following members:

* Human Resources Administrator for GAEOP
* GAEOP President or Vice President
* A District, Elementary, or Secondary Administrator
* GAEOP Board Member over Mentoring

The Mentor Advisory Committee will evaluate the mentor’s paperwork at the end of their term to determine the approved stipend.

**Assigned Mentors**:

The GAEOP President and the Human Resources Administrator for GAEOP will work together to assign a mentor to a mentee. Once mentors are selected and assigned, the mentor’s school administrator must approve for the mentor to be away from their regular job assignment by signing an agreement. (It is anticipated that the initial visit will be the only contact where the mentor travels to the mentee’s school, but is not the rule.) Mentors and mentees will likewise sign an agreement to provide and receive mentoring, respectively. Mentors will be chosen for mentees based on their job assignment (Principal Secretary, Financial Secretary, Registrar, etc.) and school needs, such as being a Title I school.

# **Mentor** – Instructions & Checklist

**Mentor Information & Responsibilities:**

* Mentors should have a desire to help other secretaries succeed
* Mentors should have the ability to develop the skills of others
* Mentors should have up-to-date knowledge of Granite School District policies and procedures
* Mentors must have effective organizational skills
* Mentors must have a minimum of three years of school secretarial experience
* Mentors will be reviewed annually by the Mentor Advisory Committee
* Mentors may be an active mentor for a maximum of three consecutive years
* Mentors may have no more than two mentees at a time
* Mentors shall sign an agreement to be a mentor and notify the Human Resources Administrator for GAEOP and the GAEOP designated committee member of the Mentor Advisory Committee if they cannot fulfill their responsibility after beginning
* Mentors shall keep a progress log of all visits, phone calls, emails, IMs, and other communications with their mentee
* Mentors shall turn in all required paperwork to the GAEOP designated committee member of the Mentor Advisory Committee by the end of their term to qualify for the stipend

**Mentor Checklist:**

* Sign Agreement and send to the GAEOP designated committee member of the Mentor Advisory Committee
* Perform mentoring responsibilities throughout the school year as outlined in this packet
* Introduce yourself to your mentee’s administrator
* Obtain permission from your administrator for all in-person visits with your mentee
* Keep a progress log of all visits, phone calls, emails, IMs, and other communications with your mentee
* Fill out evaluation form at the end of your term
* Turn in paperwork to the GAEOP designated committee member of the Mentor Advisory Committee at the end of your term

# **Mentor** – Agreement

GAEOP

*Granite Association of Educational Office Professionals*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I willingly accept the assignment of Mentor to

(mentor name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentee name) (school location)

for \_\_\_ 6 \_\_\_ 12 months and understand the requirements as outlined in the Mentor Packet.

*(check one)*

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Mentor – sign, date, and send this form to the GAEOP designated committee member of the Mentor Advisory Committee who will then obtain the HR signature and return an executed copy to you.)

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Official Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# **Mentor** – Mentor Log

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentor name) (mentor employee #)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentee name) (mentee school)

Please keep a log of your encounters with your mentee using the log below. Enter the date in which you fulfilled the action (clarify the action on months where you have options, such as phone calls, emails, IMs, and/or in-person visits) and write a short description of the encounter. Describe what you helped with, what the mentee’s questions(s) were, and how you helped. Write your observations; positives, negatives, etc. Does the mentee need help that you cannot give? Is the mentee responsive to your help? Provide evidence of at least five (5) contacts from September – May by printing off emails and/or IMs.

**START DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Mentor Agreement**  5 points | | |
| Please sign and send the agreement to the GAEOP designated committee member of the Mentor Advisory Committee | Date: | Description: |
| (15 points for 6-month mentors)  **Initial Contact**  10 points | | |
| As soon as possible – should be at least two hours and you should introduce yourself to the principal | Date: | Description: |
| **Week 1**  5 points | | |
| Phone call | Date: | Description: |
| **Week 2**  5 points | | |
| Phone call | Date: | Description  n: |
| **Week 3**  5 points | | |
| Phone call | Date: | Description: |
| **Week 4**  5 points | | |
| Phone call | Date: | Description: |
| **Month 2 – Month 12: Evidence must be provided for at least five of these contacts**  **(-2 points each for no documentation)**  **TRANSFER SECRETARY: Points DOUBLE in Months 2-6. Do not fill out Months 7-12.** | | |
| **Month 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| **Month 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| **Month 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| **Month 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| **Month 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 9 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 11 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| (not for 6-month mentors)  **Month 12 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Description: |
| **Mentor/Mentee Review**  10 points | | |
| This may be completed together and accomplished in your final contact | Date: | Description: |

New Secretary

90 – 100 points = $300.00

80 – 89 points = $250.00

70 – 79 points = $200.00

60 – 69 points = $150.00

50 – 59 points = $100.00

30 – 49 points = $ 50.00

0 – 29 points = $ 0.00

Transfer Secretary

90 – 100 points = $150.00

80 – 89 points = $125.00

70 – 79 points = $100.00

60 – 69 points = $ 75.00

50 – 59 points = $ 50.00

30 – 49 points = $ 25.00

0 – 29 points = $ 0.00

**Simplified Version**

5 points – Mentor Agreement

10 points – Initial Contact (in-person, 2 hours, meet administrator) (15 points for 6-month mentors)

5 points – Week 1 (phone call)

5 points – Week 2 (phone call)

5 points – Week 3 (phone call)

5 points – Week 4 (phone call)

--- Points double for 6-month mentors for months 2-6. Months 7-12 are not required)

5 points – Month 2 (phone call, email, IM, or in-person visit)

5 points – Month 3 (phone call, email, IM, or in-person visit)

5 points – Month 4 (phone call, email, IM, or in-person visit)

5 points – Month 5 (phone call, email, IM, or in-person visit)

5 points – Month 6 (phone call, email, IM, or in-person visit)

5 points – Month 7 (phone call, email, IM, or in-person visit)

5 points – Month 8 (phone call, email, IM, or in-person visit)

5 points – Month 9 (phone call, email, IM, or in-person visit)

5 points – Month 10 (phone call, email, IM, or in-person visit)

5 points – Month 11 (phone call, email, IM, or in-person visit)

5 points – Month 12 (phone call, email, IM, or in-person visit)

10 points – Review

# **Mentor** – EVALUATION

(To be filled out by the mentor)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentor name) (mentor employee #)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentee name) (mentee school)

1. Was there anything that you covered with your mentee that you feel further review/assistance would be helpful for them?
2. Was there a specific incident or anything in the process of being a mentor that made you feel especially successful in your assignment?
3. What challenges, if any, did you face in the course of mentoring? (e.g. coordinating schedules, time involved, knowledge of topic, etc.)
4. Are there additional trainings that the district could provide that would be particularly helpful for mentees? (e.g. Discovery, accounting, budgets, QSS, etc.)
5. Is there anything you would like to suggest to improve the Mentor Program?

Mentor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Mentee** – Congratulations

***Congratulations on your new assignment!***

This packet has been put together to help you in your position, whether you are new to the District or new to the position. Some of the information will be just that; information, but we think you will find that the majority of the enclosed information and resources will help you in your specific job responsibilities. You have been assigned a mentor to be your guide as you get started. There will be other “experts” around you, and you should refer to all of them to gather information, but ultimately, you will be the person that the principal, teachers, custodians/support staff, students, and parents will come to when they have a question. Be prepared to write down the question, refer to the “experts” around you, and then get back to the person who asked the question with your best answer in a timely fashion. Start with, “*That’s a really great question, let me double check on that and get back to you. Would that be okay?”* Don’t be afraid to tell teachers/staff that you need some time to complete a request/task and that you’ll do your best to fit it into your schedule (in the next hour, by the end of today, tomorrow, by the end of the week, by the end of the month, etc.) Keep really good notes on EVERYTHING, especially the things that happen yearly. It is difficult to remember a year from now, what you did today, so write it down! You will thank yourself later. Learn how to prioritize and find a system that helps you remember what you’ve promised; post-it notes, Outlook calendar, yellow pad list, etc… Find what works for you.

And, above all, no matter how much is on your plate, no matter how frustrated you are, no matter how hard things seem, please be kind to everyone you come in contact with. They do not know what’s happening in your world. You set the climate in the office and if you’re kind, smiling, friendly, patient, forgiving, etc., others will be that way with you. You are in charge of more than you may think!

Good luck! It’s a big job and you’re the right person for it! Be kind to yourself and if you make mistakes, learn from them and move forward. There are so many facets to this job that you probably didn’t envision and it’s impossible to know everything all at once. Take it a step at a time, attend professional developments and trainings, and soon enough you’ll find that you are proficient.

# **Mentee** – Instructions & Checklist

**Mentee Information & Responsibilities**:

* Mentee understands that the mentor is there to help them and shall give them the opportunity to do so
* Ask questions and get help as needed
* Mentees will fill out an evaluation at the end of the mentor’s term

**Mentee Checklist**:

* Sign Agreement and send to the GAEOP designated committee member of the Mentor Advisory Committee at the beginning of the mentor’s term
* Fill out evaluation form and turn into the GAEOP designated committee of the Mentor Advisory Committee at the end of the mentor’s term

# **Mentee** – Agreement

GAEOP

*Granite Association of Educational Office Professionals*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I willingly accept the services from my mentor,

(mentee name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentor name)

for \_\_\_ 6 \_\_\_ 12 months and understand their responsibilities as outlined in the Mentor Packet.

*(check one)*

Mentee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Mentee – sign, date, and send this form to the GAEOP designated committee member of the Mentor Advisory Committee who will then obtain the HR signature and return an executed copy to you.)

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Official Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# **Mentee** – Websites & Login Information

**Websites, School/District Contacts, and Logins\***

\***Blackboard** <https://granite.parentlink.net>

For login help, please contact Information Systems 385-646-4509

\***Discovery** <https://discovery.graniteschools.org/dscy_login.aspx>

For login help, please contact Information Systems 385-646-4509

**Granite School District** https://www.graniteschools.org

**GSD Intranet** <https://gsdsites.graniteschools.org/Pages/Default.aspx>

**GSD Maintenance Work Order** <http://maintenance.graniteschools.org/main.asp>

**GSD People Search** <http://directory.graniteschools.org/>

\***GSD Portal** <https://portal.graniteschools.org/LoginPolicy.jsp>

For login help, please contact Information Systems 385-646-4509

**GSD School Search** (school boundaries) <http://www2.graniteschools.org/SchoolSearch/>

**GSD School Website** <http://schools.graniteschools.org/schoolnamehere>

\***Immunization Info (USIIS)** <https://apps.usiis.org/usiis/login?serviceCode=1>

For login help, please contact Jessica McClellan 801-538-9132 or jessicamcclellan@utah.gov

\***Immunization Info (Data Manager)** <https://datamanager.graniteschools.org>

For login help, please contact Information Systems 385-646-4509

**New Hire Tracking**

https://docs.google.com/spreadsheets/d/1jnh\_D\_pG0l9c76ZfE2u1D86fRbCcYOMcnVj-B6Q8pm0/edit#gid=0

\***Office Depot** https://business.officedepot.com

For login help, please contact Office Depot rep; Suzanna Vega 855-337-6811 x 16037

\***QSS** Get login from Information Systems (Principal sends request)

For login help, please contact Information Systems 385-646-4509

\***Staples** <https://www.staplesadvantage.com/shop/sahome?storeId=10101>

For login help, please contact Staples rep; Maxcy Busby 801-656-3217

**Student Injury Reporting** <https://sir.health.utah.gov/>

\***Subfinder** <https://adminweb.aesoponline.com/>

For login help, please contact HR Sub Office 385-646-4210

\***US Bank (p-card)** <https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>

For login help, please contact Purchasing 385-646-4562

# **Mentee** – District Contacts

**Mentor Info**

385-646-\_\_\_\_\_\_\_ Secretary Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Contacts –**fill this in for your school

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal’s Secretary

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Financial Secretary

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registrar

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guidance Secretary

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lunch Secretary

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Custodian

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Associate Custodian

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Nurse

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTSA President

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community Council Chair

385-646-\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**District Contacts**

**Phone Department Contact Director**

385-646-4300 Accounting Paula Winn Chris Lewis

Secondary financial contact: Brian Ipson, x 4302, bipson@graniteschools.org

Elementary financial contact: Charlotte Bacon, x 4306 cbacon@graniteschools.org

385-646-4528 Benefits Colleen Lynch Berkley King

385-646-4554 Budgets Jo Potter Mitch Robison

385-646-4529 Communications Darla Williams Ben Horsley

385-646-4543 Curriculum Shirley Ayrton Leslie Bell

385-646-5634 Custodial Services Stephanie Ostendorf Von Roskelley

385-646-4205 Ed. Equity (language interpreters) Samantha Peterson Charlene Lui

385-646-5508 Food Services Tiffany Vandertoolen Dana Adams

385-646-4482 Granite Education Foundation Stormy Goeckeritz Brent Severe

801-481-7122 Granite Police Department Dispatch Chief Porter

801-964-9355 Granite Wellness Center Benefits Dept.

385-646-4389 GTI Kathy Roos Devon Hartley

385-646-4524 Help Desk – Information Systems

385-646-7331 Homeschool/Home Hospital Jeffrey Sherwin Noelle Converse

385-646-4517 HR Administrators Lindsay Koehler Donnette McNeill-Waters

385-646-4549 HR Elementary Marilee Evans Patrick Flanagan

385-646-4576 HR Secondary Robert Lopez Chris Judd

385-646-4212 HR Classified Stephanie Maarse Jo Crawley

385-646-4509 Information Systems Traci Pritchett Dale Roberts

For Discovery help: Julie Martinez, x 7441, jemartinez@graniteschools.org

Ali Williamson, x 2252, abwilliamson@graniteschools.org

Stephanie Mondragon, x 9859, smondragon@graniteschools.org

385-646-4502 Nursing Services Linda Liebmann Alison Milne

385-646-4311 Payroll Teresa Himmelberger Richard Welch

385-646-4123 Planning & Boundaries Gayna Breeze Steve Hogan

and Building Rentals

385-646-4409 Planning & Boundaries Brooke Obray Steve Hogan

and Field Rentals

385-646-4009 Policy & Legal Services Diana Pennington Doug Larson

385-646-4670 Preschool Services Deby Smith Nannette Barnes

385-646-4387 Prevention & Student Placement Debbie Allen Clay Pearce

385-646-4556 Printing Services Anna Williams Layne Robison

385-646-4562 Purchasing Rose Elkins Jared Gardner

385-646-7336 Special Education Doreen Yates Noelle Converse

385-646-4657 Special Education Elementary Lindsey Larsen Sheri Kennedy

385-646-4647 Special Education Secondary Kristin Fors Brandy Moon

385-646-4535 School Accountability Secondary Sam Basham Danny Stirland

Garett Muse

Craig Stauffer

385-646-4510 School Accountability Elementary Tina Nielsen Jon Adams

Shauna Jensen

Tina West

385-646-4537 School Accountability Elementary Elisa Jenkins Mike Douglas

and Arlee Willits Natalie Hansen

385-646-4210 Sub Office Jodi Halaeua Patrick Flanagan

385-646-4280 Transportation Emily Cebrowski Dave Gatti

385-646-4286 Warehouse Skip Foster Jared Gardner

# **Mentee** – Spreadsheets/Forms

**Spreadsheets/Forms**

Granite School District departments have already created several forms, most of which are fillable and can be found on the GSD Intranet Page (<https://gsdsites.graniteschools.org/Pages/Default.aspx>) by department. If you can’t find what you’re looking for, call the specific department for help. Other documents that may be helpful (some listed below) can be found on the GAEOP Weebly Page (<http://gaeop.weebly.com/mentor-program.html>). Another great resource will be secretaries in your same position. You should receive a list from HR when you start.

**Auditorium Seating**

* Make a seating chart if one does not exist. Modify it or create something custom to your school.

**Calling Tree**

* Make sure every person who comes to your school – including district specialists – are on this list. You wouldn’t want to miss anyone if there were a true emergency. It’s worth the effort.

**Classroom/Teacher List**

* Compile a list, so you can see everything at a glance.

**Emergency contact form**

* Make sure every person who comes to your school – including district specialists – fill out an emergency contact form. This is helpful when you have to call 911 and need to know information about the employee. It’s worth the effort to collect these from everyone. Keep them confidential, but in a place where administrators may readily get to them.

**Faculty Meetings**

* With your administrator, put together a schedule, as well as a sign-in, and spreadsheet to keep track of attendance.

**Keys List**

* Start a spreadsheet with the keys you have and then inventory teacher keys at the end of the year when they turn them in for the summer. Have a filing system to check in and out keys and credentials.

**Locker List**

* Create a spreadsheet that fits your needs. Keep copious notes when moving students from locker to locker to keep the integrity of the combination.

**Substitutes**

* Assure that teachers know how to use the Aesop/Subfinder system. Keep a log for payroll reporting purposes.

**Years of service**

* This is helpful for end of the school year awards/recognitions.

# **Mentee** – Mentee Log (optional)

OPTIONAL: You are welcome to keep a log of your encounters with your mentor using the spreadsheet below. It may be helpful for you to write your questions as you think of them and then get them answered by your Mentor. This log is completely **optional** for you to use, as the mentee, but required for the mentor.

**START DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Mentor Agreement**  5 points | | |
| Please sign and send the agreement to the GAEOP designated committee member of the Mentor Advisory Committee | Date: | Notes: |
| (15 points for 6-month mentors)  **Initial Contact**  10points | | |
| As soon as possible – should be at least two hours and you should introduce yourself to the principal | Date: | Notes: |
| **Week 1**  5 points | | |
| Phone call | Date: | Notes: |
| **Week 2**  5 points | | |
| Phone call | Date: | Notes: |
| **Week 3**  5 points | | |
| Phone call | Date: | Notes: |
| **Week 4**  5 points | | |
| Phone call | Date: | Notes: |
| **Month 2 – Month 12: Evidence must be provided for at least five of these contacts   (-2 points each for no documentation)**  **TRANSFER SECRETARY: Points DOUBLE in Months 2-6. Do not fill out Months 7-12.** | | |
| **Month 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Month 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Month 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Month 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Month 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 9 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 11 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| (not for 6-month mentors)  **Month 12 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  5 points | | |
| Phone call, email, IM, in-person visit | Date: | Notes: |
| **Mentor/Mentee Review**  10 points | | |
| This may be completed together and accomplished in your final contact | Date: | Notes: |

For your information, your mentor receives points that convert to a stipend for their services:

Stipend:

New Secretary

90 – 100 points = $300.00

80 – 89 points = $250.00

70 – 79 points = $200.00

60 – 69 points = $150.00

50 – 59 points = $100.00

30 – 49 points = $ 50.00

0 – 29 points = $ 0.00

Transfer Secretary

90 – 100 points = $150.00

80 – 89 points = $125.00

70 – 79 points = $100.00

60 – 69 points = $ 75.00

50 – 59 points = $ 50.00

30 – 49 points = $ 25.00

0 – 29 points = $ 0.00

**Simplified Version**

5 points – Mentor Agreement

10 points – Initial Contact (in-person, 2 hours, meet administrator) (15 points for 6-month mentors)

5 points – Week 1 (phone call)

5 points – Week 2 (phone call)

5 points – Week 3 (phone call)

5 points – Week 4 (phone call)

--- Points double for 6-month mentors for months 2-6. Months 7-12 are not required)

5 points – Month 2 (phone call, email, IM, or in-person visit)

5 points – Month 3 (phone call, email, IM, or in-person visit)

5 points – Month 4 (phone call, email, IM, or in-person visit)

5 points – Month 5 (phone call, email, IM, or in-person visit)

5 points – Month 6 (phone call, email, IM, or in-person visit)

5 points – Month 7 (phone call, email, IM, or in-person visit)

5 points – Month 8 (phone call, email, IM, or in-person visit)

5 points – Month 9 (phone call, email, IM, or in-person visit)

5 points – Month 10 (phone call, email, IM, or in-person visit)

5 points – Month 11 (phone call, email, IM, or in-person visit)

5 points – Month 12 (phone call, email, IM, or in-person visit)

10 points – Review

# **Mentee** – EVALUATION

(To be filled out by the mentee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentee name) (mentee school)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentor name)

1. Was there anything that your mentor covered with you that you feel further review/assistance would be helpful?
2. Was there a specific incident or anything your mentor said or did that made you feel especially successful in your new assignment?
3. What challenges, if any, did you face in the course of being mentored? (e.g. coordinating schedules, time involved, knowledge of topic, etc.)
4. Are there additional trainings that the district could provide that would be particularly helpful for you? (e.g. Discovery, accounting, budgets, QSS, etc.)
5. Is there anything you would like to suggest to improve the Mentor Program?

Mentee’s Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

# **Administrator** (Mentor) – Instructions & Checklist

**Administrator for the Mentor:**

* Administrators must give approval for their secretary to mentor another secretary by signing the Administrator Agreement and returning it to the GAEOP designated committee member of the Mentor Advisory Committee
* Administrators should understand that their secretary will make an initial contact with their mentee at their school that will last at least two hours and may make other periodic visits during the mentoring term (mentor secretary shall obtain approval from principal for each visit)

**Administrator for the Mentor Checklist**:

* Sign Agreement and send to the GAEOP designated committee member of the Mentor Advisory Committee

# **Administrator** (Mentor) - Agreement

GAEOP

*Granite Association of Educational Office Professionals*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GAEOP/HR has approval for my school secretary,

(administrator name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to mentor a new secretary for \_\_\_ 6 \_\_\_ 12 months.

(secretary name) *(check one)*

I support/understand the requirements as outlined in the Mentor Packet.

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Administrator – sign, date, and send this form to the GAEOP designated committee member of the Mentor Advisory Committee who will obtain the HR signature and return an executed copy to you.)

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Official Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# **Administrator** (Mentee) – Instructions & Checklist

**Administrator for the Mentee**:

* Administrators are responsible for training their secretary on the registration and end of year processes for their school
* Administrators should be introduced to their secretary’s mentor
* Administrator should go over the checklist for their new secretary (included in packet)

**Administrator for the Mentee Checklist**:

* Go over the checklist with your new secretary (included in packet)
* Train your secretary on your school’s registration and end of year processes
* If necessary, let a member of the Mentor Advisory Committee know if your secretary is not getting the attention they need from their mentor

# **Administrator** (Mentee) – Checklist for Secretary

**Administrators of mentee, please go over the following checklist with your new secretary:**

* Tour – Take the secretary on a tour of the school
* Mission Statement – Share the school’s mission statement and what it means
* Weekly Planning Meetings – Date/time/place of admin team planning meetings
  + Which meetings include the secretary?
* School Expectations – Overview of all expectations
  + Students, teachers, staff, administrators, parents, district, etc.
  + School expectations of secretary
* Job Responsibilities – Overview of specific job responsibilities of new secretary as well as describing the processes of the school that are expected of others on the administrative team
  + Who does the secretary go to with questions?
  + Who is in charge when you are away?
  + Budgets/spending/deposits
  + Class schedules/student placement
  + Mail/interoffice mail
  + What is your policy for meeting with parents/teachers/staff?
* Emergency Procedures, Fire Drills, Lockdowns, and True Emergencies – Go over protocols
  + Who calls 911, who calls the parents, who directs emergency crews, where do teachers/student/staff line up, how does everyone know what to do, what is the secretary’s responsibility?
  + Call Granite P.D. 801-481-7122 when conducting a drill or in a real emergency
* 2-Way Radio – Teach secretary how to use the walkie-talkies
  + What can/cannot be said over the air
* Intercom system – When can the intercom be used during instruction time
  + How and when do you do an all call vs paging into classrooms
* Bells – How do you manually ring bells and turn them on/off for holidays/breaks
  + To reset or change bell schedules, contact Security Systems ext. 7133
* Phones – Basic overview of how to use the phones and provide a school-wide extension list
  + Who do I call when the phones aren’t working?
  + Brian Goldsberry 4262 / Brett Seastrand 4261
    - Find out which technician services your school and add BOTH of their numbers to your personal cell phone in case school phones go down completely and you need help.
* Faculty Meeting – Introduce the new secretary in the first faculty meeting
  + Share ways teachers can help the new secretary
* Visitors/Volunteers – What systems are in place?
  + Where do they sign in, who is allowed, how are they identified, what access/instructions should you give to them?
  + When does administration need to be involved?
* Check-In Procedures – What is the process for parents checking in late students
  + Late slips
* Check-Out Procedures – What is the process for checking students out of school
  + Who can/cannot check a student out and how to tell in Discovery. Is I.D. necessary?
  + Can a student be sent out to a car without a parent coming inside?
* Students Not Picked Up – What is the process for students who are not picked up by parents
  + Who stays with them?
* School Climate – Share your views and expectations for school climate
  + Describe how the school keeps up employee morale
  + What is the secretary’s role in school climate
* Beginning/Ending of the Day Procedures – What is completed first/last?
  + Doors to unlock/lock
  + Substitutes
* Secretary Lunch Break – How long is break and who provides phone/office coverage (see Board Policies, Article IX.A.3.f.)
* School Lists – Staff, grade level, departments, committees, etc.
* Community Lists – PTA, School Community Council, etc.
  + What day/time do they meet?
* After-School Programs
  + Which ones are offered
  + Contact info
* Medical Training – Does secretary need to be trained to dispense medications to students?
  + Contact Nursing Services 385-646-4502
* Power Outages – What do we do for student lunches, how long until we send kids home early, how do we do class change without bells/intercom?
* Professional Development – What opportunities are offered via departments/GAEOP within the District
  + GAEOP handbook states, “Contract secretaries will be allowed a minimum of 16 hours in order to attend professional development. All professional development must be approved by the immediate supervisor.”
* School Injuries – Who fills out the form for students, staff, and/or patrons?
* Other/miscellaneous – Are there specific needs for your school to review?

**Notes:**

# **Human Resources** – Instructions & Checklist

**HR Information & Responsibilities:**

* The Human Resources Administrator for GAEOP and the GAEOP President will work together to assign a mentor to a mentee
* HR will determine the start date for the new secretary
* HR shall provide a list of secretaries that do similar jobs as a resource for mentees
* HR shall provide a list of mentors/mentees to the GAEOP designated committee member of the Mentor Advisory Committee and update each time a new secretary is added/removed
* At least two MAC members shall review and score mentor paperwork prior to any stipends being paid; one member may be the Human Resources Administrator for GAEOP
* HR shall process all payments to mentor secretaries

**HR Checklist:**

* Assign mentors to mentees
* Determine start date
* Provide a list of secretaries doing similar jobs to the mentee
* Provide a list of mentors/mentees to the GAEOP designated committee member of the Mentor Advisory Committee, and update each time a new secretary is added/removed
* Participate in the scoring process at the end of a secretary’s term, as directed by the GAEOP designated committee member of the Mentor Advisory Committee
* Process payments due to mentors after scoring is complete

# **Mentor Advisory Committee** – Instructions & Checklist

**Mentor Advisory Committee Information & Responsibilities**:

* At least two MAC members shall review and score mentor paperwork prior to any stipends being paid

**Mentor Advisory Committee Checklist**:

* The Human Resources Administrator for GAEOP and the GAEOP President will work together to assign a mentor to a mentee
* Participate in the scoring process at the end of a secretary’s term, as directed by the GAEOP designated committee member of the Mentor Advisory Committee

# **Mentor** **Advisory Committee** – Worksheet for Scoring

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentor name) (mentor employee #)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(scorer name) (score)

**START DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Mentor Agreement** 5 points possible | | |
| Please sign and send the agreement to the GAEOP designated committee member of the Mentor Advisory Committee | Notes: | Points Awarded: |
| **Initial Contact** 10 points possible  (15 points for 6-month mentors) | | |
| As soon as possible – should be at least two hours and mentor should introduce self to principal | Notes: | Points Awarded: |
| **Week 1** 5 points possible | | |
| Phone call | Notes: | Points Awarded: |
| **Week 2** 5 points possible | | |
| Phone call | Notes: | Points Awarded: |
| **Week 3** 5 points possible | | |
| Phone call | Notes: | Points Awarded: |
| **Week 4** 5 points possible | | |
| Phone call | Notes: | Points Awarded: |
| **Month 2 – Month 12: Evidence must be provided for at least five of these contacts**  **(-2 points each for no documentation)**  **TRANSFER SECRETARY: Points DOUBLE in Months 2-6. Do not fill out Months 7-12.** | | |
| **Month 2** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 3** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 4** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 5** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 6** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 7** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 8** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 9** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 10** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 11** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 12** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Mentor/Mentee Review** 10 points possible | | |
| This may be completed together and accomplished in your final contact | Notes: | Points Awarded: |

Total Points Awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(transfer to top of page)*

Stipend:

New Secretary

90 – 100 points = $300.00

80 – 89 points = $250.00

70 – 79 points = $200.00

60 – 69 points = $150.00

50 – 59 points = $100.00

30 – 49 points = $ 50.00

0 – 29 points = $ 0.00

Transfer Secretary

90 – 100 points = $150.00

80 – 89 points = $125.00

70 – 79 points = $100.00

60 – 69 points = $ 75.00

50 – 59 points = $ 50.00

30 – 49 points = $ 25.00

0 – 29 points = $ 0.00

# **Mentor Advisory Committee** – Master Score Sheet

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentor name) (mentor employee #)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(scorer #1 name) (score)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(scorer #2 name) (score)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(scorer #3 name) *optional* (score)

Score #1 \_\_\_\_\_\_\_\_ + Score #2 \_\_\_\_\_\_\_\_ + Score #3 \_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_ ÷ 2 or 3 = \_\_\_\_\_\_\_\_\_\_

*(optional) (circle one)*

Stipend:

New Secretary

90 – 100 points = $300.00

80 – 89 points = $250.00

70 – 79 points = $200.00

60 – 69 points = $150.00

50 – 59 points = $100.00

30 – 49 points = $ 50.00

0 – 29 points = $ 0.00

Transfer Secretary

90 – 100 points = $150.00

80 – 89 points = $125.00

70 – 79 points = $100.00

60 – 69 points = $ 75.00

50 – 59 points = $ 50.00

30 – 49 points = $ 25.00

0 – 29 points = $ 0.00

(GAEOP designated committee member of the Mentor Advisory Committee – once complete, give to the HR Administrator for GAEOP for processing.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is approved for the following stipend: $ \_\_\_\_\_\_\_\_\_

(mentor name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Human Resources Administrator for GAEOP signature) (date)