

CLASSIFIED EMPLOYEE OF THE MONTH – November 2014

Sue Enquist, Saratoga School Office Manager

Nominated by: Ruth Callender

I've known Sue for the past 6 years. From the moment I met her she did everything she could to answer my questions and meet my needs all while doing the same for everyone else (often at the same time). It's been said at Saratoga that the walls would fall down without Sue, and I believe every word of it. Take her desk for instance. On her desk you will find notes of what curriculum needs to be ordered, purchase orders, field trip notes, projects she's working on for the teachers (usually me!), curriculum to be checked in, curriculum to be bar coded, notes of various needs of parents and teachers, learning plans to be signed, just to name a few. And that is not even mentioning how many tabs she has open on her computer as she schedules parent meetings, organizes learning plans, and answers e-mails. She is always trying to clear her desk and these past few weeks with the enrollment skyrocketing it's been pretty crazy. But she plugged away, as she always does, and sure enough, you can see the wood on her desk again. She continually amazes me how she keeps everything straight. She often says "Just trying to make everyone happy!" And she really does.

Saratoga, being a Parent Partnership Program, parents are choosing Saratoga vs. homeschooling. Our increased enrollment is, in part, a reflection on Sue's efforts to serve these parents faithfully. She goes above and beyond her job as secretary. She is often asking me how curriculum works and listening in on conversations I have with parents so she can learn how to help parents better. She has a good working knowledge of all the various curriculum you find on the shelves. I am certain that there are more things that Sue does that I haven't mentioned and probably tasks that I don't even know about. She is amazing at her job and I can't imagine what we would do without her. I've had the pleasure of working with Sue as a teacher, as a parent and am glad to call her a friend. It is with pleasure that I nominate her for Classified Employee of the month.