

## Intradistrict Communication

DATE: June 20, 2022

TO: Elementary Principals  
Elementary Media Assistants

FROM: Administrators of Schools  
Carolyn Gough, Administrator, Teaching and Learning Department  
Norman Emerson, Instructional Support Services Consultant

SUBJECT: Quarterly Training Meetings for Elementary Media Assistants

In order to prepare and train elementary library media assistants to effectively provide services to elementary schools and to build consistency across elementary library programs, several training meetings have been scheduled for the 2022-23 school year. The participation of **both** of your library assistants in these meetings is appreciated and expected. The meetings are to be included in the assistants' allotted 17 hours. With the exception of August 17, 2022, the meetings have been scheduled on Fridays.

With the exception of the August meeting, they will be held at the venues shown below from 8:30-10:30 a.m.:

- August 17, 2022 - Elk Ridge Middle School (1:00-3:30 p.m.)
- October 14, 2022 - JATC South
- January 13, 2023 - Viridian Event Center
- April 14, 2023 - JATC South

Please share this information with your school's elementary media assistants.

Please feel free to contact Norman Emerson (801-567-8364) if further information is needed. Thank you for your continued support of the library media program in Jordan District.