

## Intradistrict Communication

DATE: July 27, 2023

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 2023-24 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 21, 2023, the meetings have been scheduled on Fridays.

The meetings will be held at the venues shown below from 8:30-10:30 a.m.:

- August 21, 2023 - ASB Auditorium
- October 13, 2023 - Elk Ridge Middle School
- January 26, 2024 - Viridian Event Center
- April 26, 2024 - 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.