

Intradistrict Communication

DATE: July 5, 2017

TO: Elementary Principals
Elementary Media Assistants

FROM: Administrators of Schools
Laura Finlinson, Administrator, Curriculum/Staff Development
Norman Emerson, Instructional Support Services/Fine Arts
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 2017-18 school year. The participation of both of your library assistants in these meetings is appreciated. The meetings are to be included in the assistants' allotted 17 hours and are scheduled on Wednesdays, the day recommended for their scheduled overlap time.

The meetings will be held at the venues shown below from 9:30-11:30 a.m.:

- August 23, 2017-ASB Auditorium
- October 4, 2017- ASB Auditorium
- January 24, 2018--Viridian Event Center
- April 11, 2018--ASB Auditorium

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 programs in Jordan District.