

## Intradistrict Communication

DATE: August 2, 2016

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 2016-17 school year. The participation of both of your library assistants in these meetings is expected and 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.:

- September 14, 2016-JATC South
- November 9, 2016--School visits (venues TBA)
- February 1, 2017--Viridian Event Center
- March 22, 2017--Auxiliary Service Building

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.