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| **Time Frame** | **Agenda Item** | **Presenter** |
| 8:30 - 8:35am | Welcome and Overview of Agenda | J. Starr |
| 8:35 - 9:35 am | Technology Updates   * Preparing schools for projector installation * Installation timeline * SMART software download * Tech Coordinators * Technology Q&A | J. Starr |
| 9:35 – 9:55 am | Math Update   * Instructional materials distribution and logistics * District assessment plan | Anna Taggart |
| 9:55 – 10:05 | Break | |
| 10:05 – 10:20 am | Literacy Updates   * District assessment plan | Liz Griesel |
| 10:20 – 10:40 am | K-1 FAST Assessment   * early*Reading* training and implementation plan * Iowa TIER brochure * Fast brochure | LizGriesel & Carlene Lodermeier |
| 10:40 – 11:10 am | Science, Social Studies, Health curriculum guides | Kim O’Donnell  Amber Graeber  Connie Sievers |
| 11:10 – 11:30 am | Infinite Campus Update   * IC training plan * Data Director | Holly Crandell & Christi Donald |
| 11:30 – 11:50 am | Additional Information   * Monday, August 4 - Elementary T&L meeting (Time/Location TBD) * 2014-2015 PD Adjusted Dismissal Schedule * School maps for OCR request | Holly Crandell |
| 11:50 – 12:00 pm | ***Special Session for Continuous Calendar Schools*** | Liz Griesel |

**To do list for schools…**

* Technology
  + Ensure teachers have downloaded SMART Notebook
    - Directions available under “Blended Learning” tab
  + Communicate with teachers the classroom preparation required for projector installation
  + Communicate roles and responsibilities of the Technology Coordinators for the 2014-15 school year
* Math Updates
  + Review school responsibilities for distribution of instructional materials
  + Develop a plan for Math PLC structure based on readiness level
  + Modify data team forms to fit your new PLC structure
  + Familiarize yourself with *“Show What You Know”* pre-assessment and small group instruction resources
  + Communicate the 2014-15 District assessment plan with all staff
    - Available on the Elementary website under the “Assessment” tab
* Literacy Updates
  + Communicate location of EOY assessment revision form
    - Available on Elementary website on the “Home” page
  + Access increase needs form if applicable
    - Available on Elementary website under the “Increased Needs” tab
  + Communicate the 2014-15 District assessment plan to all staff
    - Available on the Elementary website under the “Assessment” tab
  + Communicate FAST assessments training plan to K-1 and support staff
    - Handout included
* Infinite Campus
  + Communicate information regarding IC training plan to all staff
    - Handout included
  + Identify school IC support team and email team members to: [christi.donald@dmschools.org](mailto:christi.donald@dmschools.org)
* School Maps
  + Complete identification of rooms on school blueprints
    - Hand in blueprint prior to leaving or email pdf copy to [elizabeth.lopez@dmschools.org](mailto:elizabeth.lopez@dmschools.org)

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| Notes:  Invite instructional coach to T&L meeting on Monday, August 4.  Distribute PD Adjusted Release Schedule to leadership team. |