|  |  |
| --- | --- |
|  | **District Assessment System Design Toolkit**  *Workshop #1* |
| *Planning Notes* |

**Developed By**

|  |  |  |
| --- | --- | --- |
| **Joseph Martineau** | Senior Associate |  |
| **Kathy Dewsbury-White**  **Ed Roeber** | President & Chief Executive Officer  Assessment Director |  |
| **Ellen Vorenkamp** | Assessment Consultant |  |
| **Steven Snead**  **Jonathan Flukes** | Supervisor, Curriculum & Instruction Unit  Research, Evaluation, & Assessment Consultant |  |

# WOrkshop #1 — Planning Notes

< planning meeting date >

### Attendees

|  |  |  |
| --- | --- | --- |
| Name | Role | Organization |
| < name > | < District Champion > | < district name > |
| < name > | External Facilitator | < organization > |
| < name > | District Liaison | < district name > |
| < name > | Meeting Coordinator | < district name> |
| … | … | … |
| … | … | … |

### Meeting Notes

< Meeting notes as appropriate >.