Notes from AMTR meeting, February 20, 2009

June 11: There will not be a session on June 11. That day is now a school day. Those who are earning credit for the workshop must complete an assignment that Sue Kimmel explained in her presentation.

AMTR

- **Data due online May 1**. **A copy is due to Libby by May 6.**
- **Logins** have not changed. Use the one you used last year. They were given out in your August meeting packet and last year's AMTR packet.
- Inventories will not be sent by Kathy unless specifically requested.
- Tips for Completing AMTR (yellow sheet) correction: Do count Pre-K technology.
- Do not count PreK teachers. Do count PreK classrooms.
- Do count DIBELS palms in Section 1, Handheld devices, under Teacher dedicated column.
- Section 5, #506: Yes for High Schools; not allowed or special classes for others
- Section 6, # 604: note that High School WAN speed has changed to 100.
- Section 7, # 722: answer YES only if you have additional special hours that you are open after school.

End of Year Reports: ALL DUE TO LIBBY BY MAY 6.

Media Services Report

- **Enrollment and Circulation: no later than April 30**
- Budget: Online Resources – purchased with media center money. Do NOT include online BOB questions site. We are interested in library resources such as databases, encyclopedias, etc. List name of resources in Miscellaneous section.
- New question: Challenges. If you do have a challenge, be sure to send us a report.
- SSR/DEAR question: only answer yes if entire school participates. They don't have to participate at the same time, but everyone does participate.

Checklist

- **Collection Statistics Report: DUE MAY 6**. Run no later than April 30. Instructions on Checklist.
- **Collection Age Report: DUE MAY 6.** Run no later than April 30. Instructions on Checklist.
- **System Circulation Statistics Report: DUE MAY 6.** Run no later than April 30. Instructions on Checklist.
- **Address Form: DUE MAY 6.**
- **Staff Development Survey: DUE MAY 6.**

Other

- **Preview Party:** Will **not** be open on June 11. The new dates are: June 12, 15, and 16.
- **Summer Computers:** Share information with your principals.