Hello, All:

We look forward to sharing the Observation Norming Session with you and your colleagues. During this workshop we will develop:

* a greater understanding of performance levels and indicators on the TEAM General Educator rubric,
* an increased alignment of evidence taken from the observation of a lesson,
* a greater calibration of scores and feedback among the observation team, and
* improved teacher practices and enhanced student outcomes.

Attached, you will find a file of the materials for our workshop. Please ensure you have access to these when you arrive for our session. Please come prepared to script evidence notes from a short lesson video.

*Meeting Logistics*

*Date:*

*Time:*

*Location:*

Again, we look forward to working with you around continuous improvement in observation practices as week seek to support best instructional practices across the district.

Best,

[name]

[title]

[contact information]