

## McMullen, Carla M.

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**From:** Hollen, Evelyn R.  
**Sent:** Wednesday, November 03, 2010 4:09 PM  
**To:** letitia.whitfield@indianriverschools.org  
**Subject:** TradeWinds conferences 2011 Voluntary Public School Choice Grant  
**Attachments:** School Needs.docx; Attendees Indian River Sebastian.xlsx

Good Morning VPSC Conference Participants,

As we settle into our new school year, it is time to begin planning for our January collaborative conference. Cross school mentorship involves structured collaboration and partnership between highly successful and partner schools designed to improve academic performance of all students. This model is a vehicle for replicating successful strategies, sharing variety of expertise, and providing school specific assistance. Collaborative relationship between two schools promotes the sharing of best practices and assures that each teacher is provided a scaffold of support to raise achievement of her or his students.

Attached you will find an excel spreadsheet for you to complete and **return by November 19, 2010** in order to plan according for the three 2011 conferences: January 19-21, May 11-13, June 27-29. Each school has at least three rooms available for January and May with four rooms available for June. If you select not to fill your room then we will allow another school to utilize that space. ☺ Each school's spread sheet includes the names of your staff that have previously attended and all have expressed an interest in returning – just an FYI for you.

1. If you or an administrator is attending then fill in your information first.
2. Please indicate the two/three additional teachers that are attending and include the following for each participant:
  - a. **Last name, first name, county**
  - b. **Title:** detailed title i.e.: first grade teacher, language arts resource teacher,..
  - c. **Phone:** home or cell phone number that participant can be reached if needed
  - d. **Email:** either home or school
  - e. **Conferences:** This selection is up to you. Type “yes”, “alt” (alternate) or “no” in each conference: Jan, May, June. You do **not** need to have the same people at each conference. The participants are completely up to you.
3. Please list at least two alternate participants for each conference that will have first option to fill any openings.
4. We will not be creating new binders so please bring your binders to insert new material. All of the previous information is located at <http://www.polk-fl.net/districtinfo/departments/schoolbased/schoolchoice/vpsc/magnetchoice.htm> at the bottom of the page.

In the January session, we will focus on Project Based and Inquiry Based Learning (PBL/IBL) as a successful pedagogy for differentiation of instruction and assuring that all students meet rigorous requirements of the New Generation Sunshine State Standards. Participants will have an opportunity to experience a highly interactive, technology rich, standard based PBL/IBL and planning, implementation and assessment strategies that result in high student achievement. Each participant will leave with a portfolio of already developed standard based PBL/IBL units that are ready to be modified for individual school needs and implemented in the classrooms.

If you would like to have time to meet as administrators then please let me know and send the topics you would like to discuss so each administrator can bring the appropriate materials. (for example: classroom walk through forms, SBAR information,...) We will be planning the May and June sessions at the January session and incorporating the topics you have already requested. I've attached the listing of school previously discussed.

We are looking forward to collaborating with each one of you. If you have any additional questions please contact me at [evelyn.hollen@polk-fl.net](mailto:evelyn.hollen@polk-fl.net) or (863) 499-2955.

**Expenses will be paid via the Polk VPSC Grant including:**

Hotel Room: You will complete the attached Hotel Reservation form and complete the following steps:

- Complete the attached Hotel Reservation form, one form per person.
- Provide credit card information.
- Fax or email as directed on the form to **Trade Winds**.
- Fax a copy to me (863-534-0097), blacking out any credit card information, to register for the training.

The grant will pay for the **night of January 19 and January 20**. The cost of hotel rooms will automatically be charged to our Master Account. Attendees are responsible for all incidentals. Rooms include double occupancy at \$149 per night with self parking, internet access in guest rooms and a beach cabana, water trykes and paddleboats. The room rate will be available 2 days prior and 2 days following the training at the attendees expense. Children are complimentary when under 18 and sharing a room. **Reservations must be made no later than December 24, 2010.**

Mileage: Each person will be reimbursed their mileage at the Polk County rate of .50 per mile using the DOT mileage chart.

Per Diem: Each person will be reimbursed Per Diem using the Polk County rates. You will need to complete the time departing and time returning on the Out of County Travel Voucher and I will complete the Per Diem allowance. You will not receive a per diem allowance for meals provided. This form will be provided at registration.

Please feel free to contact Carla McMullen regarding this information at [Carla.mcmullen@polk-fl.net](mailto:Carla.mcmullen@polk-fl.net) if you have any questions.

See you soon,  
Evelyn

Evelyn Hollen  
Principal  
Lincoln Avenue Academy

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*Excellence is not a singular event. We are what we repeatedly do.*

*Excellence, then, is not an act, but a habit " Aristotle*

*The mission of the Polk County Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.*