

McMullen, Carla M.

From: Woodard, Derrick J.
Sent: Tuesday, April 05, 2011 2:54 PM
To: 'raguis@pasco.k12.fl.us'; 'Ruth.Shaw@indianriverschools.org'; 'teachoutm@lake.k12-fl.us'; 'wagnerd@manateeschools.net'; 'moffittd@sumter.k12.fl.us'; 'kristine.hensley@sdhc.k12.fl.us'; 'pamela.campbell-peralta@sdhc.k12.fl.us'; 'janet.addair@ocps.net'; 'Grant, Rosa F.'; 'huntwill@osceola.k12.fl.us'
Cc: Wiggs, David H.; McMullen, Carla M.; Barnett, Ashley
Subject: 2011 Summer VPSC Strategic Planning Conference June 27th-29th
Attachments: Woodard, Derrick J..vcf; Woodard, Derrick J.2.vcf

Greetings All,

The Workforce Education Department and the VPSC – Choice Charter office are planning the **3rd Annual Summer Strategic Planning Conference to be held at the Trade Winds Resort in St. Pete, FL from June 27th – 29th, 2011.** This year's conference promises to be another power packed 2 ½ days of sessions that will focus on topics such as academy best practices, integrating STEM into our career academies, cohort scheduling, opportunities to collaborate with as many as (8) other districts from Florida, breakout sessions that focus on curriculum planning as well as potential regional and national speakers who are very familiar with our subject areas.

Due to space and budgetary constraints, this conference is by invitation only. The grant will pay for (5) people to attend from each of the eight districts. If you want to send additional staff, you will have to pay for their hotel room and per diem outside of the provided meals and mileage. We will not be able to do cost/sharing splits on rooms this year. Please forward to your respective District Staff as you deem appropriate. **Academy Team participation should consist of the following five team members:**

- 1) Academy Teacher**
- 1) Academic Teacher**
- 1) Guidance Counselor**
- 1) Administrator who is assigned to or works directly with the Academy at your school and**
- 1) Business Partner (preferred).**

Please RSVP to me by April 29, 2011 if your team is interested in attending. In your reply, please also provide your full name, email address, and two contact phone numbers.

Expenses for your (5) team members 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 (for incidental purposes only)
- Fax or email as directed on the form to **TradeWinds**.
- 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 June 27 and June 28**. 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 April 29, 2011.**

Mileage: Each person will be reimbursed their mileage at the Polk County rate of .445 per mile using the DOT mileage chart.

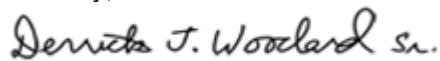
Per Diem: Each person will be reimbursed Per Diem using the Polk County rates upon receipt of a completed Out-of-County Voucher form. You will not receive a per diem allowance for meals provided. This form will be provided at registration. Please feel free to contact Carla McMullen at Carla.mcmullen@polk-fl.net if you have any questions regarding the Hotel/Registration process

Carla McMullen, School Choice Specialist
Polk County Schools / Office of Magnet, Choice and Charter Schools
Office Number: (863) 534-0625
Office Fax Number: (863) 534-0097
Website: www.polk-fl.net keyword "School Choice"

Additional information as to specific conference topics for presentation, logistics will be forthcoming as we progress in our planning. Please also indicate if your team would like to present a session at the conference, along with the specifics as to brief outline of content, presenter's bio, length of session, etc. which will assist us in our overall planning.

Thank you for all of your hard work and dedication on behalf of our Academy within the state of Florida. Additional Workforce Education Academy contacts for the planning committee as follows: Ashley Barnett Ashley.Barnett@polk-fl.net David.Wiggs@polk-fl.net

Sincerely,



Derrick J. Woodard
TRST Workforce Education
863-519-8707 or 50799