

## McMullen, Carla M.

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**From:** McMullen, Carla M.  
**Sent:** Tuesday, April 26, 2011 12:02 PM  
**To:** 'simmonst@osceola.k12.fl.us'; 'turchis@osceola.k12.fl.us'; 'rafalsks@osceola.k12.fl.us'; 'letitia.whitfield@indianriverschools.org'; 'deborah.dillon@indianriverschools.org'; Hollen, Evelyn R.; Warren, Brian D.; Bridges, Carolyn K.; McMullen, Carla M.; Kallan, Susie M.; 'stengerb@manateeschools.net'; 'cockcroftw@lake.k12.fl.us'; 'reavess@lake.k12.fl.us'  
**Subject:** June Cross Mentorship TradeWinds  
**Attachments:** June Choice Master List 4.25.11.xls; Best Practices January Sample.docx; Best Practices January Template.docx; TradeWinds Reservation Form-June2011.pdf  
**Importance:** High

### Good Morning VPSC Conference Participants,

As we are getting ready to come together at our May 12-13, 2011 TradeWinds Cross Mentorship Collaborative Conference, we must also begin to plan for our June 2011 Conference. During our June Conference, we will continue with presentations from each school as you share one or more best practices that your school is currently implementing.

Attached you will find:

- **Attendance Spreadsheet for the June 28-29 conference**: Each school has four rooms available for the June Conference. This invitation email has been sent to the Principals only of each participating school. Please complete the attached spreadsheet to provide the contact information of each person you wish to have attend the June Conference via email to Carla McMullen at [Carla.mcmullen@polk-fl.net](mailto:Carla.mcmullen@polk-fl.net). If your school selects not to fill your rooms then we will allow another school to utilize that space.

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>.

- **Registration, hotel forms for the June 28-29 conference 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 (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 May 5, 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.

**Information for your school's presentation** Attached is an example based on January's conference presentation as well as a blank template to complete and email back no later than **Monday, June 13, 2011**. These forms will be included in the documentation to validate the VPS Public School Choice Grant.

- best practice must appeal to a broad range of students-grade levels, achievement levels, socioeconomic status, etc.
- will need to plan a training session that is meaningful and active for training participants.
- will be allotted 2 ½ - 3 hours of presentation time

**Presentations will need to include:**

- overview of practice
- research supporting practice
- student work samples, video clips, computer presentation showing best practice in action-anything that brings best practice alive for participants
- active learning for training participants - suggested time for active learning is 50% of presentation
- resources provided for participants that support implementation at participants' schools, i.e. handouts, note-taking pages, websites, facilitators' or teachers' email addresses willing to support participants
- handouts saved to a jump drive to share with participant & training organizers
- reflection/summarizing activity at the end of presentation

**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.

Evelyn