

McMullen, Carla M.

From: Kallan, Susie M.
Sent: Wednesday, March 30, 2011 9:42 AM
To: Anderson, Tonya M.; Butler, Shannon L.; Coombs, Jon D.; Deuter, Nicole M.; Dyer, Lois M.; Jones, Donna V.; Kalbfleisch, Allison R.; Laing, Sue E.; Leroy, Susan R.; McDaniel, Kathy; McMullen, Carla M.; Sitta, Allison J.; Tregler, Deborah L.; Urban, Teresa A.; Viertel, Debbie H.; Williams, Leon L.; Yoder, Marsha A.
Subject: May TradeWinds Conf Info revised
Attachments: TradeWinds Reservation Form-May.pdf; Agenda May 11.docx
Importance: High

Good morning! It is time for us to register for our VPSC conference at TradeWinds. Your TDA for this conference is already done, but you need to complete your hotel registration by **April 7**.

This session's focus will be MYP assessment with Nicole Deuter. The plan (see attached agenda) is to meet with other teachers in your subject area and modify MYP rubrics, write assessments and standardize assessment from teacher to teacher. We'll also take a look at establishing expectations for 7th grade in your subject areas and breaking down the Approaches to Learning components by grade level. Phew! A lot of work, I know, but we will once again achieve great things during our time away.

I'd like to offer a special welcome to Allison Kalbfleisch, Senior Director of Middle Schools, as she joins us for all or part of our conference!

Please read the email from **Carla McMullen, Office of School Choice**, below. If you have any questions, let me know.

Susie Kallan
IB MYP Coordinator Designee
Lawton Chiles Middle Academy

Dear VPSC Coalition Partners @ LCMA,

Polk County Schools is now planning the VPSC May 2011 Training that will be held May 11-13, 2011 at the TradeWinds Island Resort in St. Petersburg. As always, we will have multiple strands going on simultaneously. Your conference strand will be on MYP assessment.

Expenses will be paid via the Polk VPSC Grant including:

Hotel Room: 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 **Carla McMullen** (863-534-0097), blacking out any credit card information, to register for the training.

The grant will pay for the **night of May 11 and May 12**. The cost of hotel rooms will automatically be charged to our Master Account. Attendees are responsible for all incidentals. Rooms include double occupancy (*this means you can bring someone along with you*) 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 7, 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.

Please feel free to contact Carla McMullen at Carla.mcmullen@polk-fl.net if you have any questions.

Thank you,

Carla McMullen, School Choice Specialist
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The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.