

FLORIDA DEPARTMENT OF EDUCATION



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December 21, 2006

MEMORANDUM

TO: District Superintendents

FROM: J. David Armstrong, Jr.
Cheri Pierson Yecke, Ph.D.

SUBJECT: 2007 Chancellors' Leadership Seminar for Workforce Education

Chancellor David Armstrong and Chancellor Cheri Yecke are pleased to announce the second annual Workforce Education Leadership Seminar as a premier leadership development opportunity for mid-level managers who are seeking advancement to senior-level positions in Workforce Education. This seminar will be held **June 11-14, 2007**, at the Peabody Hotel in Orlando, Florida.

The goal of the Chancellors' Leadership Seminar is to prepare future leaders to take the place of the directors who are retiring or moving on to other positions. This Leadership Seminar supports the Department of Education's Strategic Imperative 4 to improve the quality of school leadership at all levels, which includes Workforce Education.

We are asking you to nominate one person from your district. Please send a written letter of support for the candidate whom you believe would benefit from this valuable experience. Please send the nomination letter to Susan Arvin via e-mail to Susan.Arvin@fldoe.org or by fax to (850)-245-9052.

The application process is automated, and your nominee must complete the on-line application process by January 15, 2007. The application can be found at <http://www.firn.edu/doe/workforce/>.

J. DAVID ARMSTRONG, JR.
Chancellor, Community Colleges and Workforce Education

CHERI PIERSON YECKE, PH.D.
Chancellor, K-12 Public Schools

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Each nominee will be asked to describe how he/she will contribute to the local district in a leadership capacity over the next year. The purpose of this requirement is for participants to have the opportunity to apply the information they learn from the Seminar. If you should choose to ask the participant to complete a special leadership project, your district will benefit from this requirement.

A team of reviewers will consider each application and will recommend twenty-five candidates for the final selection. The committee recommendations will be communicated to you and your nominees by March 2007.

The Seminar will be facilitated by renowned educator Dr. Jeff Hockaday, Dr. Larry Donnithorne, attorney Michael Brustein, other state and national leaders, as well as Department of Education staff. The sponsors of this event: the Division of Community Colleges and Workforce Education, The Foundation for Florida's Community Colleges, Florida Association for Career and Technical Education (FACTE), and others will underwrite the cost of the seminar development and coordination, as well as some meals and materials. Other expenses, such as participants' transportation, hotel, other meals, and a \$125 registration fee, will be the responsibility of the nominating district/agency.

Thank you for your support of this exciting program. We look forward to having a representative from your county as part of the second graduating class.

JDA/CPY/dbh

Enclosure

c: Technical Center Directors
 Local Career & Technical Education Directors
 Bonnie Marmor, Vice Chancellor for Workforce Education

2007 Leadership Seminar For Workforce Education

Who should attend?

Mid-level managers seeking advancement to senior-level positions in Workforce Education should participate. Candidates must possess proven leadership capabilities, as indicated through previous leadership experiences and accomplishments, such as supervisory, management, budgeting, policy, advising, public relations, and advocacy projects. Candidates must be willing to identify and commit to working on a leadership project(s) for the sponsoring district following the seminar. This new program will support the Department of Education Strategic Imperative 4 that is designed to improve the quality of school leadership at all levels, which includes Workforce Education.

Why should someone from my district attend?

To gain valuable leadership skills, insight, and practices that will result in future benefits to your district. The seminar also provides participants with significant professional networking opportunities and a chance to learn from workforce education's most respected leaders.

When and Where is the seminar?

The seminar will be held at the Peabody Hotel in Orlando, Florida. Three and a half days of presentations and discussions are scheduled for June 11-14, 2007.

How much does the seminar cost?

Participants (or their sponsoring district) are responsible for the cost of travel and hotel accommodations (we have secured a special group rate of \$159.00 per guest, per night). A registration fee of \$125 per participant is due by May 11, 2007. Checks should be made payable to the *Florida Association of Career and Technical Education* and mailed to 1220 North Paul Russell Road, Tallahassee, Florida, 32301. (Perkins funds may be used to support this new initiative.)

**2007 Workforce Education Chancellors' Leadership Development Seminar
"Building Inspired Workforce Education Leaders for Tomorrow"**

Application

Directions: Please provide all requested information and attach other materials as necessary by January 15, 2007. Application should be returned to Susan Arvin, Division of Community Colleges and Workforce Education, 325 W. Gaines Street, Suite 734, Tallahassee, Florida 32399-0400. Please note that attendees are expected to be present for all components of this seminar. Please do not apply if you are unable to make this commitment.

DISTRICT _____

I. Applicant Information:

Name: _____ Title: _____

Address: _____

Telephone: _____ E-Mail: _____

Supervisor: _____ Title: _____

II. Qualifications (add more lines as necessary):

1. List and briefly describe your leadership experiences and accomplishments that prepared you for a potential leadership position, such as supervisory, management, budget responsibilities, advisement, policy, and advocacy.

2. List your professional experiences with organizations or other activities that currently link you to the network of professionals in your field of expertise.

3. What are your strengths and weaknesses and what can you contribute to this group? (Use an attached page)

4. Please explain your reasons for applying to attend this seminar and your future professional goals (Use an attached page)

5. Please provide a letter of support from your Superintendent addressing your potential to assume leadership role in Career and Technical Education.

Signature of Applicant: _____ Date: _____

Signature of Supervisor: _____ Date: _____