



State Board of Education

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MEMORANDUM

TO: School District Superintendents
School District Career and Technical Education Directors
School District Mathematics and English/Language Arts Directors

FROM: Pam Stewart
Rod Duckworth

DATE: August 22, 2014

SUBJECT: Professional Development Save the Date: Instructional Strategies and Resources for Delivering Instruction in the Career and Technical Education Classroom

Contact Information

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The Florida Department of Education will host five, two-day statewide professional development institutes this fall for secondary career and technical education (CTE) instructors. The institute will assist CTE teachers with strategies and resources for delivering instruction for English language arts and mathematics through the CTE content areas. In addition to secondary CTE teachers, this invitation is being extended to CTE district directors and supervisors and district-level curriculum and instruction leadership who can support new knowledge and skills after participation in the institute.

Below are the dates and locations that have been scheduled.

- September 30 and October 1, 2014 – Panama City Beach (serving northwest Florida school districts)
- October 7 and 8, 2014 – Orlando (serving central Florida school districts)
- October 22 and 23, 2014 - Ft. Myers (serving southwest Florida school districts)
- October 29 and 30, 2014 – Ft. Lauderdale (serving southeast Florida school districts)
- November 4 and 5, 2014 – St. Augustine (serving northeast Florida school districts)

Institute participants may be reimbursed for their hotel expenses, travel expenses and meals based on state travel policy. School districts will be reimbursed for substitute teacher costs up to \$75 per substitute. A detailed memorandum will follow in the next few weeks with institute registration instructions, hotel information and the two-day agenda.

PS/RD/kt