

January 14, 2003

**MEMORANDUM**

**TO:** Colleagues in Florida's Educational Community

**FROM:** Mary Laura Openshaw, Director, *Just Read, Florida!*

**SUBJECT:** *Reading First Summer Academies*

As you are probably aware, the *Just Read, Florida!* Office will be convening the *Reading First* Professional Development Summer Academies beginning in June 2003. This effort will be in collaboration with school districts, universities, community colleges, colleges, Area Centers for Educational Enhancement, educational consortia and other interested parties. Therefore, we are extending a statewide invitation to elicit conveners for the Academies. We really need your assistance with this exciting venture!

The purpose of the *Reading First* Professional Development Summer Academies is to provide regional high quality summer professional development for K-3 teachers. Approximately 5,600 K-3 teachers in *Reading First* schools will attend a four-day Academy in summer 2003. There will be approximately 160 participants, 40 for each grade level, K-3 at each Academy. The convening site must have space to accommodate 160 people in a common space and four meeting rooms to accommodate 40 participants classroom style. In addition, the site must be within 5-10 minutes of places to eat lunch and must be able to accommodate parking for the participants.

The intent of this letter is to identify conveners who will offer academies in close proximity to *Reading First* schools and also have the capacity to sponsor at least two academies in the summer of 2003. The *Reading First* schools will be identified and awarded in March and again in May. As soon as we have this information, we can begin the process of selecting conveners in proximity to *Reading First* schools.

Conveners will act as fiscal agent for the Academy. Conveners will be responsible for securing the academy site, providing audio-visual equipment at the site (including an LCD projector, laptop computer, screen, VCR, monitor, speakers/audio (and microphone in large room) in each meeting room), committing staff for on-site support during the Academies and processing travel for professional developers.

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The *Just Read, Florida!* Office will, in collaboration with *Reading First* at the FLARE Center at University of Central Florida, provide all the curriculum materials and provide the professional developers for the Academies that you will sponsor. (You must agree to use the curriculum and professional developers provided in order to ensure continuity across the state.)

Every effort will be made to assign professional developers who live in close proximity to the Academy site. However, there will be instances where some travel cost will be incurred if professional developers must come from another part of the state. In addition, for professional developers who may not be on contract during the Academy, a stipend will be provided.

The *Just Read, Florida!* Office will provide a flat fee of \$7,500 to the convener for hosting each Academy. In addition, *Just Read, Florida!* will provide additional funds to cover all travel, hotel and stipends for professional developers at your site.

If you are willing to serve as a convener of Academies, please complete and return the attached letter of intent via e-mail to:

Christy Hovanetz  
Director of Reading First  
*Just Read, Florida!* Office  
Christy.Hovanetz@fldoe.org

The favor of a reply is requested by January 29, 2003. If you have questions, please call Christy Hovanetz or Barbara Elzie at 850.921.9969.

We welcome and appreciate your participation in this unprecedented and momentous activity. Thank you for all that you already do to support children, students and teachers in Florida!

MLO/chv

CC: Commissioner Jim Horne  
John Winn  
Larry Wood  
Betty Coxe  
Carl Blackwell  
David Armstrong  
Florida School Districts  
Reading First District Contacts  
Area Centers for Educational Enhancement  
Project Central  
Florida Diagnostic and Learning Resources System  
Florida Inclusion Network

Institute for Small and Rural Districts  
CSPD/Professional Development Partnerships  
Title I Regional Coordinators  
FLaRE  
Regional Consortia (PAEC, NEFEC, Heartland)  
Deans of Education at Universities and Colleges/Community College Presidents  
Presidents – Historically Black Colleges and Universities (HBCU)  
Florida Learning Alliance  
Florida Education Association  
Florida Association of District School Superintendents