

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

TO: District School Superintendents  
District Staff Development Directors  
District Race to the Top Contacts

FROM: Pam Stewart

DATE: March 1, 2013

SUBJECT: **Regional Technical Assistance – Building Internal Capacity**

The Florida Department of Education, in collaboration with contractor, Mid-continent Research for Education and Learning, is pleased to announce the sixth technical assistance session of the Preparing Districts to Evaluate Professional Development program. The sixth session, Building Internal Capacity, examines the use of existing capacities to implement and support shifts in professional development. Districts are encouraged to assemble a team of district professional development personnel and other key district staff, such as curriculum and school improvement leaders, principals, and teacher leaders to attend the session.

Registration is now open. Additional details regarding this technical assistance are available via the registration site:

<http://events.r20.constantcontact.com/register/event?oeidk=a07e736hpnq1deed968&llr=kuvjlncab>

A confirmation email will be sent to you upon successful completion of the registration process.

Please do not hesitate to contact either Eileen McDaniel or Dr. John Moore if you should have any questions or concerns.

PS/kp

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**DPS: 2013-29**

PAM STEWART  
CHANCELLOR OF PUBLIC SCHOOLS