

Monroe County School District
Out of County Travel - March 12, 2019

Employee Name	Dates	Purpose	Location
Matthew Semcheski	March 8-13, 2019	Ocean Observation Initiative	Princeton, NJ
Effie Jackson	March 13-14, 2019	US Food/PBG Meeting	Kissimmee, FL
Thomas Matangos	March 20-22, 2019	District Advisory Committee	Miami, FL
Mary P Coleman-Sayer	March 25, 2019	8th Grade Field Trip	Miami, FL
Lauren Batule	March 29, 2019	Everglades Field Trip	Homestead, FL
Michael Michaud David Murphy	April 3-4, 2019	State Accountability Reporting Meeting	Viera, FL
Erin Hamilton	April 4-7, 2019	KeysClub District Convention	Orlando, FL
Jessica Graham	April 5, 2019	CPET Mini Med School	Gainesville, FL
Lauren Batule	April 5, 2019	Everglades Field Trip	Homestead, FL
Effie Jackson	April 8-11, 2019	Florida Child Nutrition Director's Meeting	Daytona Beach, FL
Karen Leach Maria Pierce Carolyn Myers	April 9, 2019	Miami Zoo Field Trip	Miami, FL
Jennifer Barrios	April 24-26, 2019	FL Assoc. of Social Studies Supervisors	Miami, FL
Kristy Linares	May 1-3, 2019	PLC Regional 5	Kissimmee, FL
Kelley Struyf	July 15-18, 2019	APCS	Miami, FL
Natallie Liz Beryl Morgan	May 13-16, 2019	FASFEP/ECTAC Spring Tech Assistance	Orlando, FL
Nicole Bennett Ashley Ravelo Marla Russell	May 13-16, 2019	Head Start Conference	Louisville, KY
Kelly Kater	June 16-20, 2019	AP Summer Institute	Naples, FL
Randy Fabal	July 7-11, 2019	FAPT Summer Conference & Trade Show	Orlando, FL
Kathryn Flannery	July 15-19, 2019	FL Education Risk Management Conf.	Sarasota, FL

Brandi DeHart	July 21-25, 2019	APSI-SP Psychology	Tampa, FL
Kyla Shoemaker	July 26-30, 2019	Freedom Writers Summer Institute	Long Beach, CA
John Grimes	July 28-Aug 1, 2019	AP Summer Institute	Miami, FL
Kathryn Flannery	August 25-28, 2019	Florida HR Conference	Orlando, FL



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name Matthew Semcheski

School/Department

Horace O' Bryant

Position

Teacher

Type of Leave Requested

☐ VACATION

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

☐ JURY DUTY

☐ MILITARY LEAVE

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location: Princeton, NJ

Ocean Observatories Initiative Data Lab Workshop

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Matthew Semcheski

Date: 02/11/19

Approved:

Cheryl Pheasant

Date: 2-11-19

Not
Approved:

Date:

Leave
Granted:

Sharon Afford

Date: 3/11/2019

Not
Granted:

Date:

Good evening Principal McPherson,

Below is the tentative agenda. I welcome and encourage any inquiries from the school board.
Note: AGU - American Geophysical Union; ASLO - Association for the Sciences of Limnology and Oceanography. Organization link: <https://datalab.marine.rutgers.edu/>

I'd be happy to clarify anything if needed. Thank you.

OOI Ocean Data Lab Workshop “Quick Look” Agenda

DAY	GOALS
Day 0	Arrive by 5 pm for reception dinner & overview
Day 1	Engage in hands on investigations of our collection of 30 classroom ready Data Labs that use real data from the OOI. Activity topics include primary production, properties of seawater, and tectonics/seamounts. Activities are cross-referenced to typical oceanography textbooks.
Day 2	
Day 3	Learn how to use the OOI Data Portal and how you can use this data to conduct research in and out of the classroom with your students. Introduction to Python and Jupyter Notebook resources developed with OOI data.
Day 4	
Day 5	Present your Data Lab to colleagues and learn how to apply for a mini grant to continue your work!
Post Consultation and Webinars	Participants are encouraged to submit for the mini grant program to create new Data Labs. Mini grants recipients receive post consultation and Activity Design Review meetings offered virtually to help participants to complete their Data Lab creation. Authors are encouraged to present their creation at a professional meeting (AGU, ASLO).



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RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Effie Jackson**

School/Department **Food Service**

Position **Interim Food Service Director**

Requested Dates	
From:	Time
03/13/2019	
To:	Time
03/14/2019	
No. of Days: 2	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:
A Doctor's statement is required for any extended sick leave that exceeds 30 days

ILLNESS

☐ INJURY in the line of Duty

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting
US Foods/ PBG Meeting

Location:
Kissimmee, FL

Travel charged to:	FUND	FUNCTION	OBJECT	CENTER	PROJECT
	0410	7600	0330	9142	0001

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature: **Effie Jackson**

Digitally signed by Effie Jackson
DN: cn=Effie Jackson, o=Monroe County School District,
ou=Food Service, email=Effie.Jackson@keysschools.com,
c=US
Date: 2019.02.28 10:51:40 -05'00'

Date: **02/28/2019**

Approved:

Date:

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:

Effie Jackson

From: PBG Executive Director <powerbuyinggroup@gmail.com>
Sent: Thursday, February 28, 2019 10:45 AM
To: Effie Jackson
Subject: Re: US Foods Boca Division Meeting

Effie

Since Monroe said they could not attend the Boca meeting we changed that meeting to a combined meeting with Port Orange in Osceola. That meeting is on 3/14 and starts at 9:00 a.m. @ 2320 New Beginnings Road Kissimmee.

There is a hotel not far from the SNS office on SR192.

Quality Inns Heritage Park

www.choicehotels.com/florida/kissimmee/quality-inn-hotels

This is the only one in the area that I would recommend.

Let me know if you need anything else.

Thanks,

Rae

Rae Hollenbeck, MEd, SNS

Executive Director

P.O.W.E.R. Buying Group (PBG)

Purchasing Organization with Educational Results

Website: www.thepowerbuyinggroup.com

On Thu, Feb 28, 2019 at 10:35 AM Effie Jackson <Effie.Jackson@keysschools.com> wrote:

Good Morning Rae,

It looks like Monroe County may still be able to attend. Could you send me the itinerary for the meeting, so I can review this with my executive team?

Thank you

Have a great day!

**** CAUTION: This email originated from outside the Martin County Schools email system.

Please take a little extra time to review this message and ensure it is legitimate.

DO NOT click links or open attachments unless you recognize the sender and are expecting the information or have verified with a third party that the information is safe!
Contact the Help Desk at 772-219-1200 or x30359 if you have any concerns about unsafe content.

Good Afternoon PBG Boca Division Members,

MARK YOUR CALENDARS!!

The Boca NEW ITEM Division Meeting has been scheduled for Tuesday March 12, 2019 from 8:30 a.m. to 3:30 p.m. at the US Foods Boca facility.

See you all on March 12th!

Thanks,

Rae

Rae Hollenbeck, MEd, SNS

Executive Director

P.O.W.E.R. Buying Group (PBG)

Purchasing Organization with Educational Results

Website: www.thepowerbuyinggroup.com



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

XXX-XX-

Social Security Number

Thomas Matangos

Name

IT IT Operations Manager

School/Department

Position

Requested Dates

From: 3/20/2019 Time 8am

To: 3/22/2019 Time 5pm

Number of Working Days: 2

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

☐ Related to Injury-In Line of Duty

☐ PERSONAL LEAVE ☐ *With Pay ☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY ☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

☐ EXTENDED SICK LEAVE - (Without Pay) Related to: _____ ILLNESS _____ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER: _____ Explain _____ ☐ TEMPORARY DUTY IN-COUNTY: _____ Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting District Advisory Cmte Location Miami, FL

with District Board/All

Travel charged to:	FUND	FUNCTION	OBJECT	CENTER	PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee Signature: Thomas C Matangos

Digitally signed by Thomas C

Matangos

Date: 2019.02.27 12:52:41 -05'00'

Date: 2/27/2019

Approved: Joy Nulisch

Digitally signed by Joy Nulisch
DN: cn=Joy Nulisch, o=MCSO, ou,
email=joy.nulisch@keysschools.com, c=US
Date: 2019.03.01 09:57:22 -05'00'

Date: _____

Not Approved: _____

Date: _____

Leave Granted: _____
Principal/Director

Date: _____

Not Granted: _____
Superintendent

Date: _____

That's It!

Click submit and we'll follow up to plan your travel and details. By registering and attending, you acknowledge that your participation is within district/state or other guidelines.

Submit

We hope you'll join us for this invitation-only event of conversations, sharing and networking with a select group of technology directors/CIOs from some of the largest districts around the country.

DETAILS

March 20-22, 2019

1 Hotel – South Beach (<https://www.1hotels.com/south-beach>)

Miami, FL

We'll discuss:

- 1:1 management and filtering challenges and solutions

- Student safety and using AI technology to protect against self-harm and violence

- The challenges and benefits of moving to the cloud

- Data, reporting, and analytics

- Lots more – the group drives the conversations!

AGENDA

March 20-22

- Arrive Wednesday afternoon and join us in the evening for a welcome event
- Participate in a full day of conversations Thursday
- Enjoy a great group dinner Thursday night
- Fly home Friday morning

WHAT YOU GET

We'll pay for your airfare/travel, hotel, and all meals. This is not a sales event. You'll join your peers, voice your opinions and concerns, and have the ear of our executive team to shape development and services to help your school and schools around the world.



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name Mary P. Coleman-Sayer
School/Department MHS/Math Position Teacher

Requested Dates	
From:	Time
<u>3/25/19</u>	<u>7:15am</u>
To:	Time
<u>3/25/19</u>	<u>2:45pm</u>
No. of Days: <u>(1)</u>	

Type of Leave Requested

- ☐ VACATION
- ☐ PERSONAL LEAVE ☐ *With Pay ☐ Without Pay
(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)
- ☐ JURY DUTY ☐ MILITARY LEAVE ☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

8th grade class field trip

Location: Miami Seaquarium

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee

Signature: Mary P. Coleman-Sayer

Date: 1/29/19

Approved: [Signature]

Date: 2/6/19

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:



SCHOOL BOARD AGENDA ITEM RATIONALE

DATE OF BOARD ACTION: 2/26/2019

DISTRICT DEPARTMENT: Marathon High School

DIRECTOR/SUPERVISOR'S SIGNATURE:

Windy McPherson

SUBJECT: Marathon Middle School 8th Grade Class of 2023 Field Trip - Miami Seaquarium

AGENDA ITEM TITLE:

BACKGROUND INFORMATION:

The 8th Grade Class at Marathon Middle School takes an annual trip to commemorate the final year of middle school and celebrate the soon to be transition to high school. This year's trip to Miami Seaquarium provides many educationally relevant topics as well as allowing students to spend the day practicing the social emotional learning goals that have been discussed all year through PBIS. Students have participated in various fundraising events to cut down on costs of the trip.

ITEM BUDGETED:

☒ Yes ☐ No ☐ N/A

C/O 2023 Funds

RECOMMENDATION:

REVIEWED BY ADMINISTRATION: Yes: ☐

REVIEWED BY ATTORNEY: Yes: ☐ N/A ☐



Park Hours: 10:00 AM - 6:00 PM
 Real Calendar

[2019 Pass](#)
[Hours](#)
[Email Sign-Up](#)
[My Cart \(0\)](#)
[TICKETS & PROGRAMS](#)
[THINGS TO DO](#)
[PLAN A VISIT](#)
[PARK INFO](#)

Teacher's Corner

TEACHER NEWS: FREE ADMISSION ON MARCH 9 & 10! [CLICK HERE TO LEARN MORE](#)

School Field Trips filled with Edu-Tainment!

Miami Seaquarium is a great field trip option that will teach students about wildlife conservation and life sciences. We offer educational and fun experiences that will cover FL standards of education just by visiting the park! Our park signage, marine mammal shows & presentations, and our Reef Ranger Research Report will give your students a day filled with EDU-tainment! Download our [FL Standards Info Sheet](#) that will be covered just by visiting our park.

We have facilities that cater to all ages (K-12) as well as online scavenger hunts and field study guides for teachers to utilize on their trip. Take the plunge and immerse your students in the underwater world during a field trip to Miami Seaquarium!

What's New!

Touch Pools - Submerge your hands and touch bamboo sharks, cleaner fish and invertebrates. This interactive exhibit will make you not want to leave, especially if you have a swarm of fish swimming up to you and giving you kisses.

Caribbean Flamingos - With our renovated entrance, you will now encounter over 30 beautiful flamingos, as soon as you enter the park. Come meet these lovely birds and take picturesque photos!

Penguin Isle - Explore the world of the endangered African Penguin, our newest residents.

Conservation Outpost - This exhibit will take you through a timeline of our achievements in conservation over the past 62 years. Students will be able to learn about the threats facing manatees and sea turtles and what they can do to help.

[HOW TO BOOK](#)
[SCAVENGER HUNTS](#)
[FIELD TRIP PRESENTATIONS](#)
[SCHOOL OUTREACH](#)
[TEACHER WORKSHOPS](#)



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name

Lauren Batule

School/Department

Sugarloaf

Position

ESE Teacher

Requested Dates

From:	Time
3/29/19	8:00AM
To:	Time
3/29/19	6:00pm
No. of Days:	1

Type of Leave Requested

<input type="checkbox"/> VACATION	<input type="checkbox"/> SICK LEAVE
<input type="checkbox"/> PERSONAL LEAVE	<input type="checkbox"/> *With Pay
	<input type="checkbox"/> Without Pay
<input type="checkbox"/> JURY DUTY	<input type="checkbox"/> MILITARY LEAVE
	<input type="checkbox"/> FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

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☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

Everglades Field Trip

Homestead FL

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Lauren Batule

Date: 3/5/19

Approved:

Kelly Janin

Date: 3/5/19

Not

Approved:

Date:

Leave

Granted:

Ashley Ayon

Date: 3/5/2019

Not

Granted:

Date:

Callie Harris

From: Beers, Chris <chris_beers@nps.gov>
Sent: Tuesday, August 21, 2018 4:46 PM
To: Callie Harris
Subject: Everglades Field Trip Info

Hi Ms Harris,

It was nice speaking with you earlier, I have pasted some text below that is a general description that we give to teachers and has a general outline of the day. As we move forward we can touch base if you have specific questions

Thanks and have a great day:

Text:

We will meet your group at the Ernest Coe visitor center parking lot. (Address 40001 State road 9336, Homestead FL 33034) for bathrooms and general introductory information. For the slough slog, we go out near the Pa-Hay-Okee trail, and walk off-trail into the slough, then into a cypress dome. There will still be plenty of mud and water left in the cypress. It's a pretty cool experience, one that most visitors don't get, and you really feel like you are *in* the Everglades. If you want to see a video showing something of the experience, check out the cypress dome and slough parts of this series (geared towards 4-6th grade audience but still representative of the experience):

<http://www.nps.gov/ever/photosmultimedia/mountainsandvalleys.htm>

The Slog itself will be about 3 hours, which includes the intro, driving time, getting ready, the walk itself and clean up. We can go to the Anhinga trail and have lunch we can do a walk around the trail afterwards. I would recommend whole day of 4-4.5 hours at the park. If you have more availability in the morning we can certainly begin earlier if needed. I would encourage you to contact me directly about how to best prepare the students and to iron out any details, but below is a summary:

A couple things to make sure they bring: long pants and socks to completely cover ankles, closed toed shoes that can tie, and a bag lunch. For the slough slog, they must have long pants and socks and closed toed shoes, but if they have crocs or rain boots or water shoes, they'll get sucked off their feet by the mud. Old tennis shoes that can be tied tight are best. Socks, shoes and pants will get wet and muddy, but they aren't ruined - they can be completely cleaned. Bring large (30-55 gallon) trash bags to have everyone sit inside to keep the mud out of the bus/cars until you get a place to change and they can put their dirty clothes back in those bags to take with them. You can do that on your way back out of the park at the restrooms at Royal Palm before you hike the Anhinga trail

Students should come prepared to have a whole day outside and a change of pants/socks/shoes for after the hike. It is best if they are prepared for the slog before their arrival so as to limit any time wasting on changing. They should also come prepared with lunch and a water bottle for re-filling.

--
Chris Beers
Park Ranger
Everglades National Park
305-242-7878



Request for Leave

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RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Michael Michaud**

School/Department **Student Information Services** Position **Coordinator SIS**

Requested Dates	
From:	Time
04/03/2019	12:00 pm
To:	Time
04/04/2019	4:00 pm
No. of Days: 1.5	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

State Accountability Reporting Meeting

Viera

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Michael Michaud

Digitally signed by Michael

Michaud

Date: 2019.02.20 08:58:20 -05'00'

Date: **02/20/2019**

Approved:

David Murphy

Digitally signed by David Murphy
DN: cn=David Murphy, o=MCSD, ou=MCSD-ADMIN,
email=dave.murphy@keysschools.com, c=US
Date: 2019.02.26 10:56:12 -05'00'

Date: **02/26/2019**

Not
Approved:

Date:

Leave
Granted:

Date:

Not
Granted:

Date:



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

XXX-XX-

Social Security Number

David A. Murphy

Name

Accountability and Assessment

Executive Director

School/Department

Position

Requested Dates

From: 04/03/2019 Time: 2:00 pm

To: 04/04/2019 Time: 5:00 pm

Number of Working Days: 1.33

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

____ Related to Injury-In Line of Duty

☐ PERSONAL LEAVE _____ *With Pay _____ Without Pay _____

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

☐ EXTENDED SICK LEAVE - (Without Pay) Related to: _____ ILLNESS _____ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER: _____ Explain _____ ☐ TEMPORARY DUTY IN-COUNTY: _____ Nature of meeting _____

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting _____ State Accountability _____ Location _____ Viera, FL

Accountability Technical Assistance Meeting

Travel charged to:	FUND	FUNCTION	OBJECT	CENTER	PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee

Signature: _____

Date: 02/11/2019

Approved: _____

Principal/Director

Date: _____

Not

Approved: _____

Principal/Director

Date: _____

Leave

Granted: _____

Superintendent

Date: _____

Not

Granted: _____

Superintendent

Date: _____

Dave Murphy

From: Accountability <Accountability@fldoe.org>
Sent: Monday, February 11, 2019 8:10 AM
To: Accountability
Cc: Halley, Tracy; Tarin, Justin; Parsons, Tria; Milazzo, Katherine
Subject: 2018-19 Technical Assistance Meetings for the Bureau of Accountability Reporting

Dear Accountability Coordinators and Accountability Consortia Contacts:

This email serves as notification of the annual 2018-19 Technical Assistance Meetings for the Bureau of Accountability Reporting. As in the past, district accountability coordinators may attend one of two meetings, each held in a different location. The central Florida meeting is being hosted by Brevard Public Schools this year. This year we encourage DJJ accountability contacts and VAM accountability contacts to attend as well.

Please note that these meetings are specifically designed for district-level staff who will work directly with student-level data used for reporting school grades and related accountability measures. Therefore, since time and resources are limited, only district-level staff should attend. The goal of these meetings is to make clear to district-level staff changes to the web applications and updates to the state's accountability systems.

These meetings will provide districts with updated information about accountability, as well as a walkthrough of the spring accountability web applications. The basic functionality of the web applications has remained the same, but there are updates to the web applications that will be explained in detail at these meetings. No other accountability web application training sessions will be conducted.

In addition to this email, we will be conducting a survey to determine the topics of most interest to the districts as well as the topics which will need to be covered in greater detail. Topics we plan to cover in this meeting, in addition to the walkthrough of our web applications, include the Federal Percent of Points Index, School and District Report Cards, the DJJ Accountability System, VAM, and School and District Grades Calculation as well as Graduation Rate and School Improvement Calculations.

Each meeting will run from 9:00 a.m. to 4:00 p.m. We urge each district to make sure at least one accountability staff member is in attendance for one of the meetings.

Please note we will be using the same meeting registration tool (Eventbrite) as well as using the same meeting location (Central Florida) as our 2017-18 TAM. The Eventbrite registration (<https://www.eventbrite.com/e/school-accountability-meeting-tickets-55973997734>) deadline is **Wednesday, March 27, 2019**, and please also take note that each attendee must register individually.

TALLAHASSEE MEETING

DATE

Tuesday, April 2, 2019

CENTRAL FLORIDA MEETING

DATE

Thursday, April 4, 2019

LOCATION

Department of Education (Turlington Building)
Room 1703/7, 17th floor
*Please register at the front desk to receive a visitors badge and wait to be escorted to the 17th floor.

ADDRESS

325 West Gaines Street
Tallahassee, Florida 32399

PARKING

Parking is available on the top level (5th floor) of the parking garage across from DOE on Bronough Street

LOCATION

Posey Center
Located behind Brevard County Health Department building.

ADDRESS

2555 Judge Fran Jamieson Way
Viera, Florida 32940

PARKING

Parking is available at the conference center, which is a separate building behind the Brevard County Health Department building.

MEETING AGENDA**Morning Session, 9:00 AM – 12:00 PM**

Morning session

Lunch, 12:00 PM – 1:00 PM**Afternoon Session, 1:00 PM – 4:00 PM**

Afternoon session

If you have any questions, please contact the Bureau of Accountability Reporting at Accountability@fldoe.org or 850-245-0411.

Bureau of Accountability Reporting
Florida Department of Education
325 W. Gaines Street, Suite 544
Tallahassee, FL 32399



Phone: 850-245-0411

Web: <http://fldoe.org/accountability/accountability-reporting>

Office email: Accountability@fldoe.org

VAM email: VAM@fldoe.org

Roster Verification: ClassRoster@fldoe.org

Katie Milazzo

Accountability Reporting

Dave Murphy

From: Comprehensive list of district and community college assessment contacts <DIST-ASSESSMENT-COORDINATORS-L@LSERV.FLDOE.ORG> on behalf of Black, Jenny <000000a2ca54620b-dmarc-request@LSERV.FLDOE.ORG>
Sent: Thursday, June 28, 2018 4:28 PM
To: DIST-ASSESSMENT-COORDINATORS-L@LSERV.FLDOE.ORG
Subject: 2018 Annual Assessment/Accountability Meeting Registration and Hotel Information
Attachments: 2018 Annual Meeting Agenda_DRAFT.pdf

Good afternoon,

The 2018 Annual Statewide Assessment and Accountability Meeting will be held on **Wednesday, August 29**, from **8:30 a.m.–5:00 p.m.**, and **Thursday, August 30**, from **8:30 a.m.–5:00 p.m.** The purpose of this meeting is to inform school district personnel about statewide assessment programs and accountability procedures for the 2018–19 school year. Assessment topics will be presented on Day 1 and Accountability and Alternate Assessment topics will be discussed on Day 2.

The meeting will be held at the **Hyatt Regency, 9801 International Drive, Orlando, FL 32819**. We have arranged with the hotel to block guest rooms specifically for this meeting. Special room rates start at **\$124.00** per night, plus fees. **You may reserve a room online at <https://book.passkey.com/e/49652182>**. Please be sure to make reservations by **Tuesday, July 31, 2018**.

In addition, please have each person in your district who will attend the meeting(s) complete the online registration form by **Friday, August 10, 2018**: https://forms.office.com/Pages/ResponsePage.aspx?id=exC_Y2_Lc0GMHBQGu1y3IPmGwFEKZSZBosW4rxAVkz9UQUtaWjY4SEhITURQMENFNTdVMzIMRVY3Ny4u. Indicate the meeting day(s) you will attend. If no one in your district will attend, complete one form and check the box to indicate this. You will receive a confirmation email within 24 hours. Please note, if you submit a form and need to alter any information you submitted, please email your changes to Teri Williams at Teri.Williams@fldoe.org and do not submit another form.

Meeting materials, including presentations, will be provided in electronic format only. We will post all materials prior to the meeting. A draft agenda is attached for travel purposes. If you have any questions about registration or hotel accommodations for the meeting, please contact Teri.

The Florida Association of Test Administrators (FATA) will hold its 2018 Annual State FATA meeting on August 28, 2018, from 1:00–5:00 p.m. at the hotel. Registration is available at: <https://www.floridatestadmin.com/2018-state-fata-meeting.html> and questions can be directed to Paula Wicker at wickerp@lake.k12.fl.us.

We look forward to seeing you in August!

Thank you,

Jenny Black
Bureau of K-12 Student Assessment | FDOE



2018 Annual Assessment and Accountability Meeting

AGENDA

Day 1

Wednesday, August 29

TIME	TOPIC	PRESENTER
8:30–9:00	Welcome Legislative and State Board Rule Updates	Vince Verges
9:00–9:30	K–12 Student Assessment	Susie Lee
9:30–10:15	K–12 Test Administration	Jenny Black
10:15–10:30	BREAK	
10:30–11:15	K–12 Scoring and Reporting	Qian Liu Gabriel Colorado
11:15–11:45	AIR	Kevin Murphy Danni Greenberg
11:45–1:00	LUNCH (on your own)	
1:00–1:30	Pearson	Amanda Pepmiller Leann Spaight
1:30–2:15	ACCESS for ELLs 2.0	Sabrina Read
2:15–2:45	NAEP	Tamika Brinson
2:45–3:00	BREAK	
3:00–3:30	K–12 Public Schools	Jacob Oliva
3:30–4:00	Just Read, Florida!	Richard Myhre
4:00–4:30	Florida Standards Alternate Assessment	Angela Nathaniel



2018 Annual Assessment and Accountability Meeting

AGENDA

Day 2

Thursday, August 30

TIME	TOPIC	PRESENTER
8:30–9:15	Accountability Policy Updates/VAM Overview	Bureau of Accountability Reporting
9:15–10:00	School Accountability Results and Overview	
10:00–10:15	DJJ Accountability Timeline	
10:15–10:30	BREAK	
10:30–11:15	Accountability Match Process/Graduation Rate	Bureau of Accountability Reporting
11:15–12:00	Graduation Rate Cohort Correction/College and Career Acceleration Application	
12:00–1:00	LUNCH (on your own)	
1:00–1:30	School Accountability Components Overview*	Bureau of Accountability Reporting
1:30–2:00	School and Teacher Accountability Timeline Overview*	
2:00–2:15	BREAK	
2:15–5:00	FSAA Updates	Angela Nathaniel

*Recommended for new accountability contacts.



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Requested Dates	
From:	Time
4/4/2019	7:45
To:	Time
4/7/2019	2:45
No. of Days: 2	

Name **Erin Hamilton**

School/Department **CSHS**

Position **Teacher**

Type of Leave Requested

- ☐ VACATION ☐ SICK LEAVE
Related to Injury-In Line of Duty
- ☐ PERSONAL LEAVE ☐ *With Pay ☐ Without Pay
(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)
- ☐ JURY DUTY ☐ MILITARY LEAVE ☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to: **ILLNESS** ☐ INJURY in the line of Duty
A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER: Explain _____ TEMPORARY DUTY IN-COUNTY: Nature of meeting _____

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting **Key Club District Convention** Location: **Orlando, FL**

Travel charged to: FUND FUNCTION OBJECT CENTER PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Erin Hamilton

Date:

2/27/19
2/27/19

Approved:

Date:

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:



SCHOOL BOARD AGENDA ITEM RATIONALE

DATE OF BOARD ACTION:

DISTRICT DEPARTMENT:

DIRECTOR/SUPERVISOR'S SIGNATURE:

SUBJECT: Key Club District Convention



AGENDA ITEM TITLE:

BACKGROUND INFORMATION:

Every year the Key Club officers attend the annual district convention in Orlando. This year's convention is April 4-7. The students learn more about Key Club, get training for their role and bring community service ideas back for next year.

ITEM BUDGETED:

☐ Yes ☐ No ☒ N/A

RECOMMENDATION:

REVIEWED BY ADMINISTRATION: Yes: ☐

REVIEWED BY ATTORNEY: Yes: ☐ N/A ☐



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name Jessica Graham

School/Department

KLS

Position

Teacher

Type of Leave Requested

☐ VACATION

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

☐ JURY DUTY

☐ MILITARY LEAVE

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

A Doctor's statement is required for any extended sick leave that exceeds 30 days

ILLNESS

☐ INJURY in the line of Duty

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

CPET mini med School

UF, Gainesville

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

J. Luper
Jan Luper

Date:

3/5/19

Approved:

Date:

3/6/19

Not
Approved:

Date:

Leave
Granted:

Date:

Not
Granted:

Date:

Christina Martinez

From: Jessica Graham
Sent: Wednesday, March 6, 2019 10:31 AM
To: Christina Martinez
Subject: FW: Mini Medical School Registration Confirmation

From: Mini Medical School <mms@cpet.ufl.edu>
Sent: Thursday, February 28, 2019 4:05 PM
Subject: Mini Medical School Registration Confirmation

Hello educator friends,

You have successfully registered for CPET's Mini Med School on April 5, 2019. Planning for this event is currently underway, but we will update you when the day's agenda is available. If anything comes up and you will no longer be able to attend, please let me know as soon as possible. We do still have space available for this session so I encourage you to invite your fellow educators to register. Thank you and I look forward to seeing you all soon!

Best,

Erin Mack, PhD | Education and Training Specialist
University of Florida Center for Precollegiate Education and Training
331 Yon Hall | Box 112010 | Gainesville, FL 32611-2010
office: 352.392.2310 | fax: 352.392.2344 | www.cpet.ufl.edu



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County, I hereby request a Leave of Absence for the following period of time as indicated:

Name Lauren Batude

School/Department Sugarloaf

Position ESE Teacher

Requested Dates	
From:	Time
<u>4/5/19</u>	<u>8:00 Am</u>
To:	Time
<u>4/5/19</u>	<u>6:00 pm</u>
No. of Days: _____	

Type of Leave Requested

- ☐ VACATION
- ☐ PERSONAL LEAVE ☐ *With Pay ☐ Without Pay
- (*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)
- ☐ JURY DUTY ☐ MILITARY LEAVE ☐ FAMILY MEDICAL LEAVE - Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request form.

EXTENDED SICK LEAVE - (Without Pay) Related to: _____

A Doctor's statement is required for any extended sick leave that exceeds 30 days

ILLNESS

☐ INJURY in the line of Duty

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

Everglades Field Trip

Homestead FL

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Lauren Batude

Date: 3-5-19

Approved:

Kelly L. Jones

Date: 3-5-19

Not

Approved:

Date:

Leave
Granted:

Cherise Chafon

Date: 3/5/2019

Not

Granted:

Date:

Callie Harris

From: Beers, Chris <chris_beers@nps.gov>
Sent: Tuesday, August 21, 2018 4:46 PM
To: Callie Harris
Subject: Everglades Field Trip Info

Hi Ms Harris,

It was nice speaking with you earlier, I have pasted some text below that is a general description that we give to teachers and has a general outline of the day. As we move forward we can touch base if you have specific questions

Thanks and have a great day:

Text:

We will meet your group at the Ernest Coe visitor center parking lot. (Address 40001 State road 9336, Homestead FL 33034) for bathrooms and general introductory information. For the slough slog, we go out near the Pa-Hay-Okee trail, and walk off-trail into the slough, then into a cypress dome. There will still be plenty of mud and water left in the cypress. It's a pretty cool experience, one that most visitors don't get, and you really feel like you are *in* the Everglades. If you want to see a video showing something of the experience, check out the cypress dome and slough parts of this series (geared towards 4-6th grade audience but still representative of the experience):

<http://www.nps.gov/ever/photosmultimedia/mountainsandvalleys.htm>

The Slog itself will be about 3 hours, which includes the intro, driving time, getting ready, the walk itself and clean up. We can go to the Anhinga trail and have lunch we can do a walk around the trail afterwards. I would recommend whole day of 4-4.5 hours at the park. If you have more availability in the morning we can certainly begin earlier if needed. I would encourage you to contact me directly about how to best prepare the students and to iron out any details, but below is a summary:

A couple things to make sure they bring: long pants and socks to completely cover ankles, closed toed shoes that can tie, and a bag lunch. For the slough slog, they must have long pants and socks and closed toed shoes, but if they have crocs or rain boots or water shoes, they'll get sucked off their feet by the mud. Old tennis shoes that can be tied tight are best. Socks, shoes and pants will get wet and muddy, but they aren't ruined - they can be completely cleaned. Bring large (30-55 gallon) trash bags to have everyone sit inside to keep the mud out of the bus/cars until you get a place to change and they can put their dirty clothes back in those bags to take with them. You can do that on your way back out of the park at the restrooms at Royal Palm before you hike the Anhinga trail

Students should come prepared to have a whole day outside and a change of pants/socks/shoes for after the hike. It is best if they are prepared for the slog before their arrival so as to limit any time wasting on changing. They should also come prepared with lunch and a water bottle for re-filling.

--

Chris Beers
Park Ranger
Everglades National Park
305-242-7878



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Effie Jackson**

School/Department **Food Service**

Position **Interim Food Service Director**

Requested Dates	
From:	Time
04/08/2019	
To:	Time
04/11/2019	
No. of Days: 4	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

Florida Child Nutrition Director's Meeting & Map

Daytona Beach, FL

Travel charged to:

FUND
0410

FUNCTION
7600

OBJECT
0330

CENTER
9142

PROJECT
0001

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Effie Jackson

Digitally signed by Effie Jackson
DN: cn=Effie Jackson, o=Monroe County School District,
ou=Food Service, email=Effie.Jackson@keysschools.com,
c=US
Date: 2019.02.27 14:36:30 -05'00'

Date: **02/27/2019**

Approved:

Patrick Lefere

2019.02.27 14:53:28 -05'00'

Date:

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:

Child Nutrition

Directors' Meeting / 2019

April 9 - 10, 2019

Hilton Daytona Beach Oceanfront Resort
100 N Atlantic Ave
Daytona Beach, FL 32118

[Home](#)

[Agenda](#)

[Speakers](#)

[Register Now](#)

[Already Registered?](#)

Register by:
March 25, 2019 11:59 PM

Event Countdown:



Agenda

April 8, 2019

Early Check-In

2:00 PM-5:00 PM

April 9, 2019

Check-In

8:00 AM-4:00 PM

Welcome Session

9:00 AM-9:30 AM

> It's Almost Summer: A Summer Nutrition Program Update
9:45 AM-10:45 AM

> Get On POINT
9:45 AM-10:45 AM

- > Leadership: A Journey of a Lifetime
10:45 AM-11:45 AM
- > Common School Meals Administrative Review (SMAR) Findings
10:45 AM-11:45 AM
- Lunch Break
12:00 PM-1:30 PM
- > Accommodating Disabilities in School Meal Programs
1:30 PM-2:30 PM
- > The Path to Food Service Financial Health Part 1
1:30 PM-2:30 PM
- The Path to Food Service Financial Health Part 2
2:30 PM-3:30 PM
- > Market Like You Mean It: Resources to Promote Participation in School Meal Programs
2:30 PM-3:30 PM
- Afternoon Break
3:30 PM-4:00 PM
- > The 3 C's of Leadership Success: Communication, Collaboration, and Character,
4:00 PM-5:00 PM

What's New? A National School Lunch Program Update

**4:00 PM-5:00 PM**

April 10, 2019

- > Common Summer Nutrition Program Administrative Review Findings
8:30 AM-9:30 AM
- > The Essentials of Successful Procurement
8:30 AM-9:30 AM
- > Passing the Torch: Succession Planning for SFAs
9:30 AM-10:30 AM
- > Did You Say Free? Financial Management and Training Tools for Child Nutrition Professionals
9:30 AM-10:30 AM
- > Closing Keynote: Strengths-Based Leadership
10:30 AM-12:00 PM

[Home](#)[Agenda](#)[Speakers](#)



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name Karen Leach

School/Department NOB

Position Parapro

Requested Dates	
From: <u>4/9/19</u>	Time: <u>6:00 am</u>
To: <u>4/9/19</u>	Time: <u>7:30 pm</u>
No. of Days: <u>1</u>	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE ☐ *With Pay ☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY ☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to: ☐ ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER: Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location: Miami Metro Zoo

Field Trip to Miami School

Travel charged to:	FUND	FUNCTION	OBJECT	CENTER	PROJECT
--------------------	------	----------	--------	--------	---------

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature: Karen Leach

Date: 2/8/19

Approved: [Signature]

Date: 2-11-19

Not
Approved:

Date:

Leave
Granted:

Date:

Not
Granted:

Date:



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name Maria Pierce

School/Department HOB

Position Teacher

Requested Dates	
From:	Time
<u>4/9/19</u>	<u>6:00 a.m.</u>
To:	Time
<u>4/9/19</u>	<u>7:30 p.m.</u>
No. of Days: <u>1</u>	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE ☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location: Miami Metro Zoo

Field Trip to Miami Zoo

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Maria Pierce

Date: 2/7/19

Approved:

[Signature]

Date: 2-11-19

Not
Approved:

Date:

Leave
Granted:

Date:

Not
Granted:

Date:



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name Carolyn Myers

School/Department HOB

Position Para-pro

Requested Dates	
From:	Time
<u>4/9/19</u>	<u>6:00 am</u>
To:	Time
<u>4/9/19</u>	<u>7:30 pm</u>
No. of Days: <u>1</u>	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location: Miami Metro Zoo

Field Trip to Miami Zoo

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Carolyn Myers

Date:

2/8/19

Approved:

[Signature]

Date:

2-11-19

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:



HORACE O'BRYANT SCHOOL

1105 Leon Street, Key West, Florida 33040
Phone: 305-296-5628 Fax: 305-293-1644

Principal

Christina McPherson

Assistant Principals

Scott Meier

Denise Santiago

Steve Vinson

February 4, 2019

Dear Parents/Guardian,

As we quickly approach the end of the school year, the students have been working hard on the school curriculum. In order to reinforce what they have learned we have planned a field trip the Miami Metro Zoo. This will be an exciting trip for your child with countless learning experiences.

The field trip to the Miami Metro Zoo will be on **Tuesday April 9, 2019**. We will be taking a school bus from the school to the zoo, **leaving at 6:00 am and returning on or about 7:30 pm**. The trip will include a breakfast snack when we arrive at the zoo, a sack lunch at the zoo, the zoo, and dinner at Golden Corral on the way home. Regular uniform policy will apply. Students may bring a pillow and blanket for the bus. If your child chooses to bring electronic devices on this trip, please be advised it is the child's responsibility. Teachers and the school will **not** be responsible for these devices in any way.

Good behavior is a prerequisite for participating in this activity. Students may not be on Loss of Privileges list. All dean's detentions must be served by April 1st. To participate in this field trip students may not receive any new referrals or deans' detentions after March 29, 2019.

We have enjoyed all the learning we have done this year and hope this trip will reinforce all that we have covered. Donations are greatly appreciated to cover our costs.

Please sign and return this letter along with the permission and medical forms no later than **April 1, 2019.**

Sincerely,

Maria Pierce

Parent Signature _____ Date: _____

Horace O'Bryant School

Request For Field Trip Form

Submit five (5) days prior to requested date to your team leader. If a bus is needed, submit seven (7) days prior and fill out "Request for Special Bus Trip" form.

I. Teacher Pierce, Maria Grade Level(s) 7-8 Today's Date 2/4/19

Field Trip Date April 9, 2019 Number of Students 15

Destination Metro Zoo Miami

Depart: all day Period (s) 6:00am Time 7:30 pm Return: Period ✓ Time 7:30 pm

Adult Chaperones: Mrs. Pierce; Ms. Myers; Ms. Leach; Nurse; parents (3)

II. Master Calendar has been checked to avoid any conflict: ✓ yes

III. If Field Trip takes place during lunch, cafeteria manager signature required indicating notification. 11/11/18 Before

IV. I have checked with the nurse for any students needing medications: ✓ yes

Nurse's Signature: Nurse [Signature]

either myself or yvonne will be going [Signature]

V. Upon approval, list of students going must be sent to attendance office and any teachers affected by the field trip.

VI. What arrangements have been made for students not participating?

Distributed to other Teachers.

VII. Instructional Objective(s): Classifying animals - Identifying and building knowledge.

VIII. Upon approval, Field Trip Data must be immediately placed on the Master Calendar.

IF A TRIP INVOLVES CROSS TEAM TEACHERS BOTH TEAM LEADERS MUST SIGN!

Approved/Not Approved _____ Date _____

Team Leader(s) Maria Pierce Date 2/4/19

Approved/Not Approved _____ Date _____

Assistant Principal [Signature] Date 2/5/19

Send Copies to: Team Leaders, Teachers, Attendance Office, and Nurse

MONROE COUNTY FIELD TRIP PERMISSION FORM	
SCHOOL <u>HOB</u>	SCHOOL PHONE # <u>305-296-5628</u>

Parents - For your child to participate in the field trip or activities described below, your permission is required.

STUDENT NAME _____

FIELD TRIP\ACTIVITY\DESTINATION Miami Metro Zoo

PURPOSE Identifying & building Knowledge

DATE OF TRIP\ACTIVITY April 9, 2019

TIME OF DEPARTURE 6:00 AM TIME OF RETURN 7:30 pm

TRANSPORTATION BY: SCHOOL BUS ☒ PRIVATE VEHICLE _____

RENTAL VEHICLE _____ DRIVEN BY: _____

I/we give permission for my/our child to participate in the activity and/or event described above.

Parent(s) or Guardian(s) _____ Date _____

MONROE COUNTY FIELD TRIP PERMISSION FORM	
SCHOOL _____	SCHOOL PHONE # _____

Parents - For your child to participate in the field trip or activities described below, your permission is required.

STUDENT NAME _____

FIELD TRIP\ACTIVITY\DESTINATION _____

PURPOSE _____

DATE OF TRIP\ACTIVITY _____

TIME OF DEPARTURE _____ TIME OF RETURN _____

TRANSPORTATION BY: SCHOOL BUS _____ PRIVATE VEHICLE _____

RENTAL VEHICLE _____ DRIVEN BY: _____

I/we give permission for my/our child to participate in the activity and/or event described above.

Parent(s) or Guardian(s) _____ Date _____



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Jennifer Barrios**

School/Department **Teaching and Learning**

Position **Social Studies Coordinator**

Requested Dates	
From:	Time
04/24/2019	3:00 pm
To:	Time
04/26/2019	8:00 pm
No. of Days: 2.5	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

FL Association of Social Studies Supervisors Mtg

Miami, FL

Travel charged to:

FUND
110

FUNCTION
6300

OBJECT
0330

CENTER
9015

PROJECT
7019

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Date: **03/01/2019**

Approved:

Date: **3/21/2019**

Not

Approved:

Date:

Leave

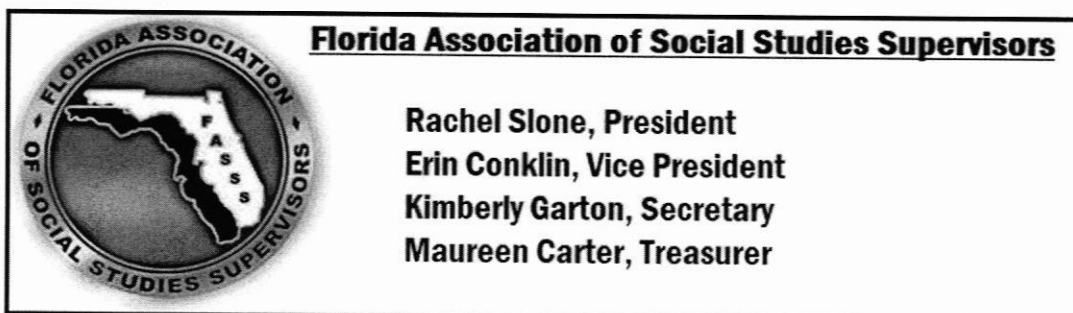
Granted:

Date:

Not

Granted:

Date:



MEETING AGENDA - April 25, 2019 (Day 1 of 2)

Edmodo Group Code: qbrhu6

Register here by **MARCH 22nd**: <https://goo.gl/forms/yeJcGIUuSAH7RHTG3>

NO LATE REGISTRATION

Federal Reserve Bank of Atlanta, Miami Branch – 9100 NW 36th St. Miami, FL 33178

Recommended Hotel (no rooms have been blocked, book soon for best rate)

DAY ONE-April 25th

- 8:00-9:00 Registration & Check-In *(Security will be time consuming and detailed so carpooling would help)*
[Breakfast provided]
- 9:00-9:15 Welcome & Group Norms - Rachel Slone, President
Executive Committee Report - Erin Conklin, Vice President
Agenda Modifications, Contact Info, New FASSS Website & January 2019
Minutes - Kimberly Garton, Secretary
Treasurer's Report - Maureen Carter, Treasurer
- 9:15-9:30 FCSS & FLHCE Updates - Tina Stavrou, FCSS/FASSS Liaison; Bernadette
Bennett, FLHCE Member
- 9:30-10:00 Legislative Updates - Dr. Doug Dobson; Executive Director, Lou Frey Institute
- 10:00-10:15 Morning Break
- 10:15 - 11:30 M/J Civics/HS U.S. History Teacher & Student Panel – Miami-Dade Public Schools
- 11:30-12:45 Lunch (provided by the Federal Reserve, Miami Branch)
- 1:00-2:30 Federal Reserve, Miami Branch Tour – Gloria Guzman, Federal Reserve,
Miami Branch
- 2:30-3:00 Afternoon Break & Travel Time
- 3:00-5:00 TBD-Options being worked on include:
- Holocaust Museum/Memorial
 - Little Havana Tour
 - South Beach Architecture Tour



Florida Association of Social Studies Supervisors

Rachel Slone, President
Erin Conklin, Vice President
Kimberly Garton, Secretary
Maureen Carter, Treasurer

MEETING AGENDA - April 26, 2019 (Day 2 of 2)

DAY TWO-April 26th

- 8:00-8:30 Registration & Check-In *(Security will be time consuming and detailed so carpooling would help)*
 [Breakfast provided]
- 8:30-8:35 Welcome & Group Norms - **Rachel Slone, President**
- 8:35-8:50 FJCC Update-**Dr. Steve Masyada, Director, FJCC**
- 8:50-9:00 Morning Break
- 9:00-10:30 Keynote Speaker: **Local Historian**
- 10:30-11:00 Small Group Collaboration (Topic = Assessments)
- 11:00-12:00 Topic TBD- Local University Professor
- 12:00-1:00 Lunch *(provided by the Federal Reserve, Miami Branch)*
- 1:00-1:30 FLDOE Updates *(Format TBD)* - **Michael DiPierro, Social Studies Education Specialist, Florida Department of Education**
- 1:30-2:00 Florida & C3: Next Steps *(Format TBD)* - **Michael DiPierro, FDOE & Jane Lo, FSU**
- 2:00-2:15 Afternoon Break
- 2:15-3:15 TBD-Option being worked on include:
- Facing History Within Ourselves PD
- 3:15 Wrap-Up & Adjourn

IMPORTANT NOTES - REGISTRATION FEE

Please send your \$50 Registration Fee To: Maureen Carter @ 3300 Forest Hill Blvd, C-216; West Palm Beach, Florida 33406

Email: maureen.carter@palmbeachschools.org

Please make checks payable to FASSS. You may also call Maureen @ 561-289-5612 or 561-434-8933 to pay via telephone.



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County, I hereby request a Leave of Absence for the following period of time as indicated:

Name **Kristy Linares**

School/Department **ESE**

Position **TSA**

Requested Dates	
From:	Time
05/01/2019	3:30 pm
To:	Time
05/03/2019	6:00 pm
No. of Days: 2	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FILL application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

PLC Region 5 Spring Meeting

Dania Beach, FL

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Kristy Linares

Digitally signed by Kristy Linares
Date: 2019.01.14 09:40:53 -05'00'

Date:

Approved:

Anthony Linares

Date: **1-31-19**

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:



2018-2019 FDLRS Calendar of Events Meetings/Conferences



Week of March 3, 2019	PDA Orientation for statewide offerings (See separate calendar)	Virtual	FDLRS
March 5, 2019	UDL Now! Statewide Book Study 3 rd Online Meeting (5:00PM-7:00PM)	Virtual	FDLRS
March 6-7, 2019	Spring Managers' Meeting	TBD	FDLRS Managers
*March 8, 2019	Parent Services Function Meeting	TBD	FDLRS Parent Services
March 8, 2019	Technology Specialist Roundtable (1:00PM-2:00PM)	Virtual	FDLRS Tech
March 11, 2019	HRD Roundtable (10:00AM-11:00AM)	Virtual	FDLRS HRD
March 11, 2019	Training from the Back of the Room! Book Study 3 rd Online Meeting (1:00PM-2:00PM)	Virtual	FDLRS HRD
March 11, 2019	FLIPP the Switch Statewide Book Study 3 rd Online Meeting (5:00PM-6:00PM)	Virtual	FDLRS
March 18, 2019	FIEP Roundtable (2:00PM-3:00PM)	Virtual	FDLRS/Key2Ed
March 27-29, 2019	UDL-IRN 2018 International Summit	Orlando, FL	UDL-IRN
March 29, 2019	MELD TTT Follow-Up 2 nd Webinar (10:00AM-12:00PM)	Virtual	FDLRS/TATS
Quarter 4 (April – June)			
DATE	TITLE	LOCATION	Function/Project
*Quarter 4	SIM Regionals	TBD	FDLRS
April 2-3, 2019	Building Math Proficiency in Struggling Learners TTT	TBD	FDLRS
*April 4-5, 2019	FDLRS HRD and Tech Function Meeting Includes AEM TTT	TBD	FDLRS HRD/Tech
April 10-12, 2019	FIN Statewide Training and TA Face to Face	TBD	FIN
April 10-12, 2019	Visions Conference	Renaissance World Golf Village, St. Augustine, FL	FLDCDT
April 11-12, 2019	Region 4 AT-AEM-UDL Meeting	?	TLC/MTSS
April 12, 2019	Managers Roundtable (1:00PM-3:00PM)	Virtual	FDLRS Managers
April 15, 2019	PTS Deadline		
April 23, 2019	New PDA Facilitators Training	Virtual	FDLRS
April 25-26, 2019	Region 3 AT-AEM-UDL Meeting	?	TLC/MTSS
*April 25, 2019	SIM Advisory Committee Meeting	Gainesville, FL	FDLRS/SPDG
May 1, 2019	Grants Due		
May 2-3, 2019	Region 5 AT-AEM-UDL Meeting	?	TLC/MTSS
May 7, 2019	FASD Virtual Spring Forum	Virtual	FASD

Updated 1/11/19



Technology and Learning Connection

Increasing student achievement through the systemic alignment of technology policies, and curriculum in a multi-tiered system of supports.

Professional Learning Community Symposium - Spring 2019

Professional Learning Community Symposium - Spring 2019

this year at:

ation)

Inn Ft. Lauderdale Airport-Cruise Port
Ave, Dania Beach, FL 33004

y 2, 2019 &
2019

er and Share Ideas!
ony Dutra, Ph. D.
nology Coordinator



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Struyf**
Kelley Struyf

School/Department

MHS

Position *teacher*

Requested Dates	
From:	Time
<i>July 15-18</i>	
To:	Time
No. of Days:	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

APCS P - Miami FIU North Campus

Travel charged to:	FUND	FUNCTION	OBJECT	CENTER	PROJECT
--------------------	------	----------	--------	--------	---------

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Approved:

Not
Approved:

Leave
Granted:

Not
Granted:

Date:

Date:

Date:

Date:

Date:



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Natallie Liz**

School/Department **Federal Program**

Position **ESOL Coordinator**

Requested Dates	
From:	Time
05/13/2019	8:00 am
To:	Time
05/16/2019	9:00 pm
No. of Days: 4	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

FASFEP/ECTAC Spring Tech Assistance Forum Orlando Florida

Travel charged to:

FUND
0420

FUNCTION
6300

OBJECT
330

CENTER
9116

PROJECT
6010

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee Signature: **natallie.liz@keysschools.com**

Digitally signed by
natallie.liz@keysschools.com
DN: cn=natallie.liz@keysschools.com
Date: 2019.02.25 10:27:40 -05'00'

Date:

Approved: **Beryl Morgan**

Digitally signed by Beryl Morgan
DN: cn=Beryl Morgan, o=Monroe County School District,
ou=Federal Programs,
email=beryl.morgan@keysschools.com, c=US
Date: 2019.02.26 15:17:15 -05'00'

Date:

Not
Approved:

Date:

Leave
Granted:

Date:

Not
Granted:

Date:



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County, I hereby request a Leave of Absence for the following period of time as indicated:

Name **Beryl Morgan**

School/Department **Federal Program**

Position **Director of Federal Program**

Requested Dates	
From:	Time
05/13/2019	1:00 pm
To:	Time
05/16/2019	8:00 pm
No. of Days: 4	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

FASFEPA/ECTAC Spring Tech Assistance Foru

Orlando Florida

Travel charged to:

FUND
0420

FUNCTION
6300

OBJECT
330

CENTER
9116

PROJECT
6010

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Beryl Morgan

Digitally signed by Beryl Morgan
DN: cn=Beryl Morgan, o=Monroe County School District,
ou=Federal Programs,
email=beryl.morgan@keysschools.com, c=US
Date: 2019.02.26 15:18:53 -05'00'

Date:

Approved:

Shereen Ayfane

Date:

2/28/2019

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:



MEMORANDUM

DATE: February 20, 2019

TO: Federal Education Program Administrators

FROM: Elena Garcia and Marjorie Murray
President, FASFEPA Director, ECTAC

**RE: 2018/2019 FASFEPA and ECTAC Spring Technical Assistance Forum
May 14, 2019 through May 16, 2019**

The Florida Association of State and Federal Education Program Administrators (FASFEPA) and the East Coast Technical Assistance Center (ECTAC) are pleased to announce the **2018/2019 Spring Technical Assistance Forum, "Focused and Forward"**. The Forum, scheduled for May 14 - 16, 2019, at the Rosen Centre Hotel, 9840 International Dr., Orlando, FL 32819, will begin with Pre-Forum Training Sessions for new administrators 8:30 am on Tuesday, May 14, 2019, and conclude by 12:00 pm on Thursday, May 16, 2019.

The primary focus of the 2018/2019 Spring Technical Assistance Forum is to provide

- technical assistance from Florida Department of Education regarding Titles in ESSA:
 - Title I, Part A - Improving Basic Programs Operated by Local Educational Agencies
 - Title I, Part C - Education of Migratory Children
 - Title I, Part D - Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
 - Title II, Part A - Supporting Effective Instruction
 - Title III, Part A - English Language Acquisitions, Language Enhancement, and Academic Achievement Act
 - Title IV, Part A – Student Support and Academic Enrichment Grants
 - Title V, Part B, Subpart 2 - Rural and Low-Income School Program
- opportunities to collaborate with LEA peers on understanding and implementing programs contained in ESSA

The Spring Forum agenda will be a blend of general sessions and breakout sessions. The attached agenda is a draft, pending final confirmation of content and presenters, and is included to assist you in making your travel arrangements. You will receive a more detailed agenda upon check-in at the Forum. Please check the FASFEPA website at www.fasfepa.net for updates to the agenda.

Forum Registration

The link to register for the 2018/2019 Spring Forum via the FASFEPa website is:

<http://www.fasfepa.net/forums.html>

Two steps are required to complete the registration for the Spring Forum registration: 1) the registration form and 2) the payment. If payment or purchase order has not been received by April 30, 2019, your Forum registration will be considered canceled.

The registration fee for the Forum is:

\$225 for FASFEPa members if registering by 5:00 pm on April 22, 2019 (members are those that paid Full Registration for the 2018 Fall Forum – if you are not sure you are a member, please refer to our membership directory, <http://www.fasfepa.net/membership-directory.html>).

\$250 for FASFEPa non-members if registering by 5:00 pm on April 22, 2019.

\$300 (both member and non-member) if registering after 5:00 pm on April 22, 2019, or onsite.

Note: No refunds will be granted after April 22, 2019.

Hotel Rooms

The room rate at the Rosen Centre Hotel is \$139.00 single or double. The link for making a reservation is:

[Rosen Centre Hotel Reservation FASFEPa 2019](#)

To receive the special Forum rate, hotel reservations must be made by 5:00 pm, Monday April 22, 2019. You are strongly encouraged to make your hotel reservation ASAP.

If you cancel your room reservation less than five (5) days prior to arrival, your credit/debit will be charged a one night's room and tax penalty.

There is a special parking rate for Forum attendees. Self-Parking is free. Valet parking is at a discounted rate of \$8 for the day or \$13 overnight.

If you have any questions regarding the 2018/2019 Spring Forum, please contact

Maria Longa at (863) 457-4707, ext. 614 maria.longa@polk-fl.net

Marjorie Murray at (407) 320-0244 or marjorie_murray@scps.us,

Elena Garcia at (941) 751-6550, ext. 2342 or garcia3e@manateeschools.net



2019 FASFEPA/ECTAC Spring Forum
May 14 – 16, 2019
Rosen Centre Hotel
Orlando, Florida
DRAFT AGENDA



Monday, May 13, 2019

5:00 pm – 7:00 pm

FASFEPA Board Meeting
Sponsor Set-up

Tuesday, May 14, 2019

7:30 am

Forum Registration Desk Opens

7:30 am – 8:30 am

Continental Breakfast

8:30 am – 10:05 am

Pre-Forum Training Session for New Administrators

8:30 am – 9:15 am First Session (choose one)

- Title I, Part A
- Title I, Part C
- Title I, Part D and Title V
- Title II
- Title III
- Title IV

9:20 am – 10:05 am First Session (repeated) (choose one)

- Title I, Part A
- Title I, Part C
- Title I, Part D and Title V
- Title II
- Title III
- Title IV

10:15 am – 10:30 am

Break

10:30 am – 12:30 pm

Opening General Session - Keynote Speaker TBD

12:30 pm – 1:30 pm

Lunch

1:30 pm – 3:00 pm

Breakout Session #1 – FDOE Technical Assistance

- Data Collection for Programs in the Bureau of Federal Educational Programs (BFEP) – General Session Room
- Title II
- Title III
- Title IV - Recipe for Success: Stone Soup

3:00 pm – 3:30 pm

Break

3:30 pm – 4:00 pm

FASFEPA Membership Meeting

5:00 pm – 7:00 pm

President's Reception

Wednesday, May 15, 2019

7:30 am	Registration
7:30 am – 8:30 am	Continental Breakfast
8:30 am – 10:30 am	General Session Commissioner (invited) or USED Panel TBD
10:30 am – 10:50 am	Break
10:50 am – 12:20 pm	Breakout Session #2 – FDOE Technical Assistance <ul style="list-style-type: none">• Title I, Part A, Comprehensive Needs Assessment and Program Evaluation• Title I, Part C (Migrant)• Title I, Part D (N&D) and Title V• Title II (repeat)• Title III (repeat)• Title IV – Recipe for Success: Stone Soup (repeat)
12:20 pm – 1:20 pm	Lunch
1:20 pm – 2:50 pm	Breakout Session #3 – FDOE Technical Assistance <ul style="list-style-type: none">• Title I, Part A, Comprehensive Needs Assessment and Program Evaluation (repeat)• Title I, Part C (Migrant) (repeat)• Title I, Part D (N&D) and Title V (repeat)• Title II (repeat)• Title III (repeat)• Title IV – Recipe for Success: District Delicacies
2:50 pm – 3:10 pm	Break
3:10 pm – 4:40 pm	Breakout Session #4 – FDOE Technical Assistance <ul style="list-style-type: none">• Monitoring of Programs in the Bureau of Federal Educational Programs (BFEP) – General Session Room• Title II (repeat)• Title III (repeat)• Title IV – Recipe for Success: The Icing on the Cake

Thursday, May 16, 2019

7:30 am	Registration
7:30 am – 8:30 am	Continental Breakfast
8:30 am – 11:45 am	General Session Federal Legislative Update Noelle Ellerson, Associate Executive Director, Policy & Advocacy AASA, the Superintendents Association FDOE Panel/Grants Management (tentative) Equitable Services Panel (tentative)
11:45 am – 12:00 noon	Grab and Go Lunch
12:00 pm – 2:00 pm	FASFEPA Board Meeting
12:00 pm – 2:00 pm	Committee of Practitioners Meeting (if requested)



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Marla Russell**

School/Department **Early Learning**

Position **Early Childhood Coord./Super**

Requested Dates	
From:	Time
05/13/2019	8:30 am
To:	Time
05/16/2019	4:30 pm
No. of Days: 4	

Type of Leave Requested

- ☐ VACATION
- ☐ PERSONAL LEAVE ☐ *With Pay ☐ Without Pay
(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)
- ☐ JURY DUTY ☐ MILITARY LEAVE ☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

Head Start Conference

Louisville, KY

Travel charged to:	FUND	FUNCTION	OBJECT	CENTER	PROJECT
	420	6400	330	9112	6100

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Marla Russell

Digitally signed by Marla Russell
Date: 2018.10.01 10:49:39 -04'00'

Date: **2-28-19**

Approved:

[Signature]

Date: **2/28/19**

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County, I hereby request a Leave of Absence for the following period of time as indicated:

Name **Nicholle M Bennett**

School/Department **Head Start**

Position **Family Service Meeting**

Requested Dates

From: **05/13/2019** Time **8:00 am**

To: **05/16/2019** Time **4:30 pm**

No. of Days: **4**

Type of Leave Requested

☐ VACATION

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

☐ SICK LEAVE

Related to Injury-In Line of Duty

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

A Doctor's statement is required for any extended sick leave that exceeds 30 days

ILLNESS

☐ INJURY in the line of Duty

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Head Start Community Assessment

Location:

Louisville, KY

Travel charged to:

FUND

0420

FUNCTION

6400

OBJECT

330

CENTER

9112

PROJECT

6100

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Nicholle M Bennett

Date: **2/28/19**

Approved:

Sharon Russell

Date: **2-28-19**

Not

Approved:

Date:

Leave

Granted:

Sharon Russell

Date: **2/28/2019**

Not

Granted:

Date:



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Requested Dates	
From:	Time
05/13/2019	8:00 am
To:	Time
05/16/2019	4:00 pm
No. of Days	4

Name **Ashley Ravelo**

School/Department **Head Start**

Position **RN**

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

Head Start Conference

Louisville, KY

Travel charged to:

FUND
0420

FUNCTION
6400

OBJECT
330

CENTER
9112

PROJECT
6100

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Ashley Ravelo

Date: 2-27-19

Approved:

Mark Sumner

Date: 2-28-19

Not

Approved:

Date:

Leave
Granted:

Theresa Affano

Date: 2/28/2019

Not

Granted:

Date:

May 14-15, 2019 Head Start/Early Head Start Community Assessment

Date: Tuesday, May 14th, 2019

Time: 8:00am

Location: The Galt House, Louisville, KY

Contact: ttas.register@wku.edu, 800-882-7482

Description:

View Brochure for details, agenda, and hotel information.

Register Online.

Standard Registration: \$375

T/TAS@Your Service Subscribers: \$325 - some restrictions apply

1.1 CEUs (11.0 contact hours) from Western Kentucky University: \$25

Head Start and Early Head Start programs are required to align activities conducted by the program services with issues found within the community; in fact, five-year applications, DRS applications, and new grantee applications have the requirement that program design (based upon community issues) be tied to the approach to service delivery.

Head Start and Early Head Start programs are expected to provide services that meet the requirements of the Head Start Performance Standards while also meeting local needs and drawing upon local strengths. In order to document that they are adequately addressing local issues, Head Start and Early Head Start programs are required to conduct a Community Assessment once every five years with updates as needed in the intervening years.

This insightful workshop is designed to aid program managers as they attempt to design their program's future and identify the goals for their next five years. The process is now expected to point out current conditions and set the groundwork for expectations of tangible improvements to the community over the next five years as a result of the grantee providing Head Start services.

The **2019 Head Start/Early Head Start Community Assessment** will help programs identify community needs and potential issues, and document those which will enter into the local program's planning process and those which will be beyond the range of services. Attention will be paid to inserting community issues into program services plans and identifying potential impacts that community issues may have for the program's operational environment.

Learning Outcomes:

- Participants will learn about Community Assessment requirements of 45 CFR 1302.11;
- Participants will learn about Community Assessment requirements of five-year plans;
- Participants will be shown how to estimate full day/full year needs;
- Participants will become aware of how Community Assessment and its updates need to be used within the program and shared with the Board and Policy Council for the LGMS reviews; and
- Participants will be shown how to estimate full day/full year needs, and use census tract information where needed.



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County, I hereby request a Leave of Absence for the following period of time as indicated:

Name **Kelly Kater**

School/Department **Coral Shores**

Position **Social Studies Teachre**

Requested Dates	
From:	Time
6/16/2019	12p
To:	Time
6/20/2019	10p
No. of Days: 5	

Type of Leave Requested

☐

VACATION

☐

SICK LEAVE

Related to Injury-In Line of Duty

☐

PERSONAL LEAVE

☐

*With Pay

☐

Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐

JURY DUTY

☐

MILITARY LEAVE

☐

FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐

INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐

OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒

TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

AP Summer Institute for Macroeconomics

Naples, FL

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee Signature:

Kelly Kater

Date: 2/28/2019

Approved:

[Signature]

Date: 3/1/19

Not

Approved:

Date:

Leave

Granted: **David Murphy**

Digitally signed by David Murphy
DN: cn=David Murphy, o=MCSO, ou=MCSO-ADMIN, email=dave.murphy@keysschools.com, c=US
Date: 2019.03.04 08:15:25 -05'00'

Date:

Not

Granted:

Date:

APSI COMMUNITY SCHOOL OF NAPLES, FLORIDA

SUMMARY

Community School of Naples' Advanced Placement Summer Institute (APSI) offers educators the latest information, tools, and strategies they need to build successful AP programs in their schools. The APSI provides teachers the opportunity to learn how to teach their course from College Board-approved consultants. These consultants are experts in their subject areas and work with College Board as AP Readers, Graders, and Table Leaders. Not only is this an opportunity to learn directly from College Board experts, but also from other instructors from all over the country. This 4-day intensive training is designed to enhance the AP teacher's skills, ability, and knowledge of their subject regardless of their experience level. While professional development is not required to prepare for 2019-20 AP course updates and new classroom resources, the College Board encourages AP teachers to take advantage of the professional development offered by the APSI. Based on survey data, teachers across the country have found AP professional development to be extremely valuable. Teachers who do attend an AP Summer Institute in 2019 should be able to:

- Understand the Course
 - The course framework defines the scope of the course and specifies what students must know and do to be successful on the AP Exam.
- Plan the Course
 - Sequencing, pacing, and scaffolding are essential for building students' understanding and their ability to transfer and apply knowledge and skills.
- Teach the Course
 - Effective instructional strategies help students to develop a mastery of course content and skills over time.
- Assess Student Progress and Understanding
 - Learning requires time, practice, and regular feedback.

Tuition for the Institute, including College Board® materials and lunch each day, is \$790 per person.

Enroll by May 17, 2019, and pay only \$720!

These prices include your \$70 non-refundable registration fee. Science courses will also require a non-refundable \$50 lab fee in addition to the tuition. Without sufficient enrollment, CSN reserves the right to cancel any course up to 15 days before the start of the APSI. In this case, all money paid by the participants will be refunded. In the event a participant needs to cancel, at least a 25-day notification is required. The registration fee, and lab fee if applicable, are non-refundable. Please note: We will do our best to accommodate vegetarians/vegans and those on a gluten-free diet. If you have specific food allergies/needs you must provide your own lunch.

REGISTER

DETAILS

WHEN

Monday, June 17, 2019 - Thursday, June 20, 2019

8:00 AM - 4:00 PM

Eastern Time

WHERE

Community School of Naples

13275 Livingston Road

Naples, Florida 34109

USA

239-597-7575

PLANNER

[Dana Gilligan](#)

WEBSITES

[Community School of Naples](#)

ADDITIONAL INFORMATION

Macroeconomics AP Summer Institute - Bruce Damasio

June 17, 2019 at 8:00 AM - June 20, 2019 at 4:00 PM ET

[Add to Calendar](#)

13275 Livingston Road, Naples, Florida, 34109, USA

[View Website](#)

Description

This course is designed as an institute for current high school teachers of AP Economics, regardless of experience level: new to AP or an experienced teacher. The course will include an overview of content, course organization, selection and use of materials, test development, and a strong emphasis on methodology and teaching strategies. It will not be a week focused solely on content; time is not available to target one area versus another. Participants will focus on ways to connect content to assessments and active learning. They will develop lessons and materials with content specific to the AP Macroeconomics course. Participants are encouraged to bring class outlines, textbooks, course syllabi, and sample lessons to share and modify. They will be expected to collaborate and help each other learn, listen, share and succeed. In addition, participants will discuss the agenda and expectations of the College Board—topics from equity to expectations for the teacher and students.

Community School of Naples APSI

Naples, FL 34109

Subject Area

Economics

Registration Deadline

June 10, 2019 at 11:59 PM



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Randy Fabal**

School/Department **Transportation**

Position **Supervisor**

Requested Dates	
From:	Time
07/07/2019	8:00 am
To:	Time
07/11/2019	9:00 pm
No. of Days: 4	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

FAPT Summer Conference and Trade Show

Orlando, FL

Travel charged to:	FUND 0110	FUNCTION 7800	OBJECT 330	CENTER 9122	PROJECT 0001
--------------------	--------------	------------------	---------------	----------------	-----------------

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Randy Fabal

Digitally signed by Randy Fabal
DN: cn=Randy Fabal, o=Monroe County School District,
ou=Transportation, email=randy.fabal@keysschools.com,
c=US
Date: 2019.01.07 15:20:22 -05'00'

Date:

Approved:

Patrick Lefere

2019.01.08 14:37:27 -05'00'

Date:

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:

Randy Fabal

From: FAPT ExecDirector <ExecDir@faptflorida.org>
Sent: Monday, August 20, 2018 12:17 PM
To: Baker - Johnnie Jacobs; Broward - Arby Creach; Don Ross; ExecDir@faptflorida.org; Hillsborough - Jim Beekman; Manspeaker, Robert; Martin - Kayleen Watts; Mcinnis, Jay; Orange - Bill Wen; Pinellas - Rick McBride; Scott Pfender
Subject: FAPT Canendar for 2018-19

August 20, 2019
FAPT Members:

We hope your school year has started smoothly and with little or no adverse media attention...just know we all face the same issues and challenges regardless of our district size or our length of tenure in the district. Every school year opening is an exciting opportunity to test our abiding commitment to student safety and community relations.

I wanted to advise you of the events we have on the calendar so you can plan accordingly:

October 18-19, 2018	Executive Committee Retreat Hillsborough School Transportation Offices Thonotosassa, FL
January 24-25, 2019	Annual FAPT Mid-Year Winter Meeting of Transportation Directors The Rosen Centre Hotel Orlando
April 22-24, 2019 (Tentative)	FAPT Annual Bus Driver Trainers Retreat Lake Yale Baptist Conference Center Eustis
June 10-13, 2019	30 th Annual Technicians' Summer Workshop Volusia Schools Transportation Facility Daytona Beach
July 7-11, 2019	Annual FAPT Summer Conference and Trade Show The Rosen Centre Hotel Orlando

As we get closer to the dates of each of these events, information will be electronically forwarded to you.

If you need assistance or just a friendly voice on the phone, please reach out to me or any member of the executive committee.

Arby

EXECUTIVE COMMITTEE 2018-19 OFFICERS

Arby Creach, President
c/o Broward District Schools
Arby.Creach@browardschools.com
(954) 321-4400
Jim Beekman, President-Elect
c/o Hillsborough District Schools
James.Beekman@sdhc.k12.fl.us
(813) 982-5570
Scott Pfender, Past President
c/o Lake District Schools

PfenderE@lake.k12.fl.us

(352) 536-8078

Region I (South) Director

Kayleen Watts

c/o Martin District Schools

Wattsk@martin.k12.fl.us

(772) 219-1287 ext 101

Region II (West Central) Director

Rick McBride

c/o Pinellas County Schools

mcbrideja@pcsb.org

(727) 547-7294

Region III (Central) Director

Bill Wen

c/o Orange County Public Schools

william_wen@ocps.net

(407) 317-3810

Region IV (N. Central, N. East) Director

Johnnie Jacobs

c/o Baker District Schools

Johnnie.Jacobs@bakerk12.org

(904) 259-2444

Region V (Panhandle) Director

Jay McInnis

c/o Okaloosa District Schools

mcinnisi@okaloosaschools.com

(850) 833-4161

Robert Manspeaker, DOE Representative

School Transportation Management

c/o FL Department of Education

Robert.manspeaker@fldoe.org

(850) 245-9928

Don Ross, Vendor Representative

c/o FTS – Blue Bird

don.ross@fts4buses.com

(941) 209-0409 Mobile

Louise Piper, Executive Director

ExecDir@faptflorida.org

(772) 370-8260 Mobile

www.FAPTFlorida.org

Louise Piper on behalf of
FAPT Executive Committee
(407) 476-3278

Save the Date:

July 7-11, 2019

The Rosen Centre, Orlando

FAPT Annual Summer Conference and Trade Show



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Kathryn Flannery**

School/Department **Employee Benefits & Risk Mgmt** Position **Employee Benefits & Risk Mgmt**

Requested Dates	
From:	Time
07/15/2019	8:00 am
To:	Time
07/19/2019	4:00 pm
No. of Days: 5	

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

Florida Education Risk Mgmt Assoc. Conf.

Sarasota, FL

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Kathryn Flannery

Digitally signed by Kathryn Flannery
DN: cn=Kathryn Flannery, o, ou,
email=kathryn.flannery@keysschools.com, c=US
Date: 2019.03.05 12:08:23 -05'00'

Date: **03/05/2019**

Approved:

Jim Drake

Digitally signed by Jim Drake
DN: cn=Jim Drake, o=Monroe County Schools,
ou=Finance, email=james.drake@keysschools.com,
c=US
Date: 2019.03.06 15:11:58 -05'00'

Date:

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:

Kathryn Flannery

From: Selina Ohlson <SOhlson@fcsrmc.com>
Sent: Monday, February 11, 2019 5:42 PM
Subject: FERMA 2019 Summer Conference Registration and Room Reservations
Attachments: FERMA Member Registration.pdf; FERMA 2019 Room Types and Rates.pdf

Importance: High

FERMA 2019 Summer Conference / Sarasota, FL / July 15-19

Agenda will be forth coming, **please note this year's conference starts on Monday instead of Tuesday**. The Round-table Discussion will be held on Monday, July 15 from 2:00 pm – 4:00 pm. Please find attached Registration Form with a submission due date of June 21.

The conference will be held at the Lido Beach Resort, 700 Ben Franklin Drive, Sarasota, Florida 34236.

There are limited rooms at the group rate. All reservations must be received by June 12, 2019; we encourage our FERMA members to book early as vendors will also be booking.

- FERMA Booking Link [Florida Educational Risk Managers Association](#)
- Lido Beach reservations desk, reachable at 800-441-2113; when calling, please be sure to mention you want to make reservations for the Florida Educational Risk Managers Association
- Room type and rates attached
- Online Reservations Instructions:
 - Choose your dates then click the "Search" button
 - Click on the room type tab:
 - "Guest Rooms" Tab – rooms are located in the Tiki Building, aka Main Building
 - Remaining Room Tabs - rooms are located in the Palm Building, aka Tower
 - Rooms will be listed with an Average Nightly rate, once you select the room you desire there will be a weekday and weekend rate listed
 - Click the "Select" button next to the room you choose



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Brandi DeHart**

School/Department **CSHS/SS**

Position **Teacher**

Requested Dates

From: **7/21/19** Time **1:00 PM**

To: **7/25/19** Time **11:00 PM**

No. of Days: **5**

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

APSI - AP Psychology

USF - Tampa, FL

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Brandi DeHart

Date:

2-22-19

Approved:

David Murphy

Digitally signed by David Murphy
DN: cn=David Murphy, o=MCSD, ou=MCSD-ADMIN,
email=dave.murphy@keysschools.com, c=US
Date: 2019.02.26 10:51:30 -05'00'

Date:

Not

Approved:

Date:

Leave

Granted:

Date:

Not

Granted:

Date:

Registration for this summer's APSI will
OPEN Monday, April 1st.

Welcome USF Tampa - Week 1 Advanced Placement Summer Institute 2019!

If you have any questions that are not answered on this site you may contact Yashira Cabrera.

Welcome

Hosted by the David C. Anchin Center, the Advanced Placement Summer Institute (APSI), offers a unique learning experience for teachers interested in expanding their knowledge of Advanced Placement (AP) course content, structure, and methodology. In addition, the workshops afford teachers the opportunity to interact with colleagues and to discuss issues and concerns surrounding the AP courses they will teach.

AP and Non-AP Teachers from all over the globe come to USF Tampa APSI to enjoy this 4 - day intensive training while enjoying the growth that comes from exchanging ideas and information about AP courses, exams and relationships. Many non AP teachers choose to attend the institute as a way of learning ways to prepare their students to excel in AP courses.

Our College Board consultants come from many different states and represent the best of the best. All are experienced, knowledgeable, inspiring and will give you a wealth of new tools, strategies, and resources for increasing your students' success and your teaching effectiveness. Our outstanding consultants will change the way you look at education! Get to know your instructor before you arrive by reviewing their biography, available in the Speakers tab.

Who is APSI for?

The Advanced Placement Summer Institute at USF Tampa is designed for teachers of all experience levels.

- **NEW** - courses are designed for teachers who have been teaching the AP course 0 - 3 years. *note: if you have taught an AP course before but are NEW to teaching the subject you are registering for, you are considered a NEW teacher because you are new to that subject.*
- **EXPERIENCED** - courses are for teachers who have been in the AP subject for 4 years or more.
- **NEW & EXPERIENCED** - courses will have a mixture of teacher experience ranging from beginner to experienced. New teachers that have taught the subject previously often enjoy learning techniques and advice from more seasoned teachers in the subject area.

Registration:

In order to register for APSI you must have an AP Central account.

There are two registration options available: Attendee and Administrator.

- If you are a participant registering yourself you are able to pay with credit card (Visa, MasterCard, Amex) or a scholarship with the appropriate scholarship code.
- If you are a school administrator you are able to register your attendees with the following payment options: Credit Card, Purchase Order, Scholarship.
- If you choose the Purchase Order option you **MUST** be invoiced by USF Tampa. Please **DO NOT SEND CHECKS** unless you have received an official USF invoice.

Group Registration:

You are now able to register up to 10 teachers at a time and submit payment for all at the time of registration. The person completing the registration is the 'group leader' but each person is able to make modification to his/her registration as needed.

Schedule:

Courses run Monday through Thursday, from 8 00am - 4 00 / 4:30pm.

Lunch and Break times along with the length of each is at the instructors' discretion. We trust our instructors to provide you with the best experience and using time wisely.

Arrival:

Participants should plan on arriving between 7:15am - 7:35am to allow time to park and locate your building and classroom time. Please keep in mind that USF Tampa is a large university campus and you will need to walk from the designated parking areas to your classroom and lunch locations.

**Available Courses**

- Biology
 - Calculus AB / BC
 - Chemistry
 - *Chinese Language & Culture (NEW!!)*
 - Computer Science Principles
 - English Language and Composition
 - English Literature and Composition
 - Environmental Science
 - European History
 - *Government & Politics U.S (NEW!!)*
 - Human Geography
 - *Macroeconomics (NEW!!)*
 - Micro/Macro Economics - combined course
 - Music Theory
 - Physics 1: Algebra Based
 - Physics C: Electricity & Magnetism + Mechanics
 - Psychology
 - Spanish Language and Culture
 - Spanish Literature & Culture
 - Statistics
 - Studio Art
 - U.S. Government
 - U.S. History
-

- World History

Details

When

07/22/19 - 07/25/19

7:45 AM - 4:00 PM

Eastern Time

Where

University of South Florida - Tampa Campus

David C. Anchin Center

4202 E. Fowler Avenue DAC 101

Tampa, Florida 33620

USA

813-974-7898

Planner

Yashira Cabrera

Additional Information

This AP Summer Institute
has been endorsed by



Advanced Placement
Program



College Board, AP[®], Advanced

Placement[®], Advanced Placement Program[®], Capstone[™] and the acorn logo are
registered trademarks of the College Board. Used with permission.*



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Kyla Shoemaker**

School/Department **KWHS**

Position **ELA Teacher**

Requested Dates

From: _____ Time _____

07/26/2019

To: _____ Time _____

07/30/2019

No. of Days: **5**

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

Freedom Writers Summer Institute

Long Beach, CA

Travel charged to:

FUND
0110

FUNCTION
5100

OBJECT
730/330

CENTER
9015

PROJECT
7004

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Kyla Shoemaker

Digitally signed by Kyla Shoemaker
Date: 2019.02.26 12:27:53 -05'00'

Date: **02/26/2019**

Approved:

Date: **2019.02.26**
12:56:34 -05'00'

Date: **02/26/2019**

Not

Approved:

Date:

Leave

Granted:

Date: **2/28/2019**

Not

Granted:

Date:

Patricia Nicholas

From: Sarah Adams Morton
Sent: Tuesday, February 26, 2019 12:59 PM
To: Patricia Nicholas; Theresa N. Axford
Subject: TDE Shoemaker- Freedom Writer's Institute
Attachments: Essay for FW Institute.docx; HR011_MCSD_Request_for_Leave_Shoemaker2019.pdf; Request Letter.docx

Please see attached TDE. We have funds in our reading account to attend and support (coding is listed). Thank you!

Sarah Adams Morton, Literacy & MTSS
MONROE COUNTY SCHOOL DISTRICT
305-289-2480 x 55343

I'm new to Twitter! @[bestliteracy](#)



To Whom It May Concern:

For the past 4 years, my students have read *The Freedom Writers Diary* and then Skyped with Erin Gruwell, author and teacher from *The Freedom Writers Diary*. My students connect with the true story of students the same age as them going through similar family and life situations. They get to see how no matter the circumstances they live in, the cultures they come from, and then things that they have done, they can overcome any obstacle. When we Skype with Erin Gruwell, students connect with her on a personal level. Getting to “meet” a famous author has lasting impacts on the students. Every year, she speaks so passionately to my students that there are many who cry during the Skype session. Every year, students from previous years stop by my room to ask when we are Skyping Ms. G. because they want to come back and see her again. When my students write letters to the next year’s 10th graders, the one thing that they write about the most is *The Freedom Writers Diary* and Skyping with Ms. G.

On Monday January 21, 2019, I was her personal guest to a luncheon for the Keys Children Foundation (in Key Largo) where she was the keynote speaker. During the luncheon, with tears in her eyes, she had me stand up and she talked about the relationship my students and she have built through the book and Skype sessions every year. After the luncheon, I was able to spend a few hours talking with her one-on-one. We talked about my students and what I teach and about “island life” compared to life in California. At the end of our time together, she personally invited me to their summer teacher institute. Unfortunately, the institute costs \$5000 (includes hotel, meals, and all trainings/activities but not airfare). Because *The Freedom Writers Diary* is part of our 10th grade curriculum and I have seen the impact the book and Skyping with Ms. Gruwell has had on my students, I feel so honored to be invited to participate in their summer institute and feel strongly about wanting to go.

Because the 10th grade curriculum includes *The Freedom Writers Diary*, being able to go to the summer institute would be beneficial in learning more impactful ways to teach the book, how to impact students, and ultimately impact the school and community. The Freedom Writers Foundation describes the institute as follows: *The Institute is designed as professional development to train and support educators of at-risk and vulnerable students and has the long term strategy of retaining dedicated teachers. During the Institute, educators participate in and learn a pedagogical framework through which they can engage students in the learning process, enlighten them intellectually, and empower them to achieve academic and civic success.* I would be able to bring back ideas and teaching strategies to my fellow English Language Arts teachers (especially the 10th grade ELA teachers whose curriculum includes *The Freedom Writers Diary*). I will have the opportunity to also learn strategies for “at risk” and struggling students which can be applied to any secondary level class.

Unfortunately, the cost is the hindrance for my ability to go to the institute. I’ve already been accepted to the institute but I cannot afford to pay for it on my own. I’m asking Key West High School and the Monroe County School District to partner with me in being able to go to this amazing opportunity by covering the cost of the week-long institute (\$5000, which includes everything but airfare). Erin Gruwell has said, ““I realized if you can change a classroom, you can change a community, and if you can change enough communities, you can change the world.” This summer institute is the perfect opportunity for us to make an impact on our students, the school, and our community.

Thank you for your consideration.

Kyla Shoemaker

Key West High School

ELA teacher

More information for the Institute can be found at

<http://www.freedomwritersfoundation.org/index.php/programs/teachers>



Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County, I hereby request a Leave of Absence for the following period of time as indicated:

Name John F Grimes

School/Department CSHS

Position teacher

Requested Dates

From: 07/28/2019 Time 9:00 am

To: 08/01/2019 Time 6:00 pm

No. of Days: 5

Type of Leave Requested

☐ VACATION

☐ SICK LEAVE

Related to Injury-In Line of Duty

☐ PERSONAL LEAVE

☐ *With Pay

☐ Without Pay

(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)

☐ JURY DUTY

☐ MILITARY LEAVE

☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

ILLNESS

☐ INJURY in the line of Duty

A Doctor's statement is required for any extended sick leave that exceeds 30 days

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting

☒ TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

AP Summer Institute

FIU Miami Campus

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee Signature: John F Grimes

Digitally signed by John F Grimes
Date: 2019.02.21 11:35:20 -05'00'

Date: 02/21/2019

Approved: David Murphy

Digitally signed by David Murphy
DN: cn=David Murphy, o=MCSO, ou=MCSO-ADMIN,
email=dave.murphy@keyschools.com, c=US
Date: 2019.02.26 10:50:49 -05'00'

Date: 02/26/2019

Not
Approved:

Date:

Leave
Granted:

Date:

Not
Granted:

Date:

FIU AP Summer Institute 2019: July 29 - August 1

Summary

The College of Arts, Sciences and Education at FIU welcomes you to its 2019 AP Summer Institute. We are proud to celebrate our 12th year with the College Board endorsement and to work alongside an outstanding group of AP consultants. We are committed to providing you with an excellent experience, including content and resources to help you teach and/or enhance your AP course(s).

THANK YOU for selecting FIU!

SESSION OFFERINGS

During this week, the following APSI subjects will be presented:

- English Language and Composition
- French Language and Culture
- US Government and Politics
- World History

If you need to register for a session not listed above, please visit apsi.fiu.edu to view other sessions offered during different weeks.

FEES & CANCELLATION

Each session is \$675, which includes a \$50 non-refundable registration fee. Should you have to cancel your registration for any reason, you will be refunded \$625, unless you are a scholarship recipient. After July 19, 2019, no refunds can be granted.

PARKING

If you will be driving a vehicle to FIU at anytime during the APSI, you will need to select the Electronic Parking Pass option during registration. The fee is \$10 for the week per tag number. You will not be able to provide multiple tag numbers if you need to switch vehicles. If you will be renting a car, you will still need to purchase an Electronic Parking Pass and email the tag number of the vehicle prior to the start date of the APSI.

FOOD & BEVERAGES

Complimentary continental breakfast and individually packaged box lunch will be provided each day, this includes coffee and water. If you are a vegetarian, please select that option during registration. If you have other dietary restrictions (i.e. vegan, gluten-free, allergies, etc.), please plan to bring breakfast and/or lunch each day. Restaurants will be open on campus for you to purchase breakfast/lunch as an option.

Once you are registered with a zero balance and/or verified by your scholarship selection, you will be emailed a detailed itinerary of APSI. If you have any questions, please email Nivia at apsi@fiu.edu.

Details

When

July 29, 2019 - August 1, 2019

8:00 AM - 4:30 PM

Eastern Time

Where

Florida International University - Modesto A. Maidique Campus

11200 SW 8th Street

Student Academic Success Center

SASC 352

Miami, Florida 33199

USA

Planner

Nivia Woodward

Additional Information

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Request for Leave

Please Print or Type

For Office Use Only

RUN # _____

Pay Type _____

In accordance with administrative regulations of the District School Board of Monroe County,
I hereby request a Leave of Absence for the following period of time as indicated:

Name **Kathryn Flannery**

School/Department **Employee Benefits & Risk Mgmt** Position **Employee Benefits & Risk Mgmt**

Requested Dates	
From:	Time
08/25/2019	8:00 am
To:	Time
08/28/2019	4:00 pm
No. of Days: 3	

Type of Leave Requested

- ☐ VACATION
- ☐ PERSONAL LEAVE ☐ *With Pay ☐ Without Pay
*(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the date requested or for a day before or after a holiday or recess period, an explanation of the circumstances must be provided on this form or on an attached sheet)*
- ☐ JURY DUTY ☐ MILITARY LEAVE ☐ FAMILY MEDICAL LEAVE- Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed & submitted with leave request from.

EXTENDED SICK LEAVE - (Without Pay) Related to:

A Doctor's statement is required for any extended sick leave that exceeds 30 days

ILLNESS

☐ INJURY in the line of Duty

☐ OTHER:

Explain

TEMPORARY DUTY IN-COUNTY:

Nature of meeting



TEMPORARY DUTY ELSEWHERE: Nature of meeting

Location:

Florida HR Conference

Orlando, FL

Travel charged to:

FUND

FUNCTION

OBJECT

CENTER

PROJECT

In order to receive reimbursement for this leave, a travel voucher must be submitted to the District office within 30 days of the return date. Attach a copy of Meeting Notification and/or Agenda

Employee
Signature:

Kathryn Flannery

Digitally signed by Kathryn Flannery
DN: cn=Kathryn Flannery, o, ou,
email=kathryn.flannery@keysschools.com, c=US
Date: 2019.03.05 12:07:52 -05'00'

Date: **03/05/2019**

Approved:

Jim Drake

Digitally signed by Jim Drake
DN: cn=Jim Drake, o=Monroe County Schools,
ou=Finance, email=james.drake@keysschools.com,
c=US
Date: 2019.03.06 15:12:41 -05'00'

Date:

Not
Approved:

Date:

Leave
Granted:

Date:

Not
Granted:

Date:



(<http://hrfloridaconference.org/>)



Register

Conference At A Glance

Sunday, August 25

- . 7:00 am-7:00 pm Registration Open
- . 4:00 pm-7:00 pm SHRMStore Open
- . 5:00 pm-6:00 pm Orientation
- . 6:00 pm-8:00 pm HR Florida 5K

Monday, August 26

- . 6:30 am-5:00 pm Registration Open
- . 7:00 am-7:00 pm SHRMStore Open
- . 8:15 am-10:15 am General Session Keynote | **Shaun White** | Book Signing to follow
- . 11:00 am-7:00 pm SHRM Fundraiser Open
- . 11:00 am-7:00 pm Expo Hall Open
- . 5:00 pm-7:00 pm Expo Hall Grand Opening Reception
- . 8:00 pm-11:00 pm Monday Night Social Event

Tuesday, August 27

- . 6:45 am-3:00 pm Registration Open
- . 7:00 am-5:30 pm SHRMStore Open
- . 8:15 am-9:30 am General Session Keynote | **Derreck Kayongo** | Book Signing to follow
- . 9:00 am-3:15 pm SHRM Fundraiser Open
- . 9:00 am-4:00 pm Expo Hall Open
- . 8:00 pm-11:00 pm Tuesday Night Social Event

Wednesday, August 28

- . 6:45 am-11:00 am Registration Open
- . 7:00 am-1:00 pm SHRMStore Open
- . 11:15 am-12:15 pm General Session Keynote | **Kris Boesch** | Book Signing to follow
- . 12:15 pm Conference Concludes

Times and information subject to change.