Monroe County School District Out of County Travel - April 23, 2019

		<u> </u>	
Employee Name	Dates	Purpose	Location
Nicole Smith	April 8-9, 2019	Great Florida Teach In	Orlando, FL
Kristy Bedell	Apr. 30 - May 2, 2019	Clinical Educator Facilitator Training	Tallahassee, FL
Lena Bertram Geoff Peattie	May 13-15, 2019	DOE/DJJ Annual Meeting	W. Palm Beach, FL
Melissa Alsobrooks	May 20-25, 2019	Summer Science Symposium Training	Tallahassee, FL
Alan Garcia	June 9-13, 2019	Annual Bus Technician Summere Workshop	Daytona, FL
Trevor Tyler	June 8-12, 2019	ACE Summer Symposium	Jupiter, FL
Andy Griffiths	June 11-14, 2019	FSBA Summer Conference	Tampa, FL
Theresa Axford	June 10-14, 2019	Summer Literacy Institute	Orlando, FL
Natallie Liz June Panella-Walsh Sarah Morton Leyla Nedin	June 10-13, 2019	FDOE: Just Read Florida Summer Instit.	Orlando, FL
Mellissa Alsobrooks Linda Britton, CSHS Kirsten Burns, KLS Lisa Castillo, HOB Katie Holtkamp, HOB Michael Roy, SLS E. Michelin, KWHS TBA-PKS Michelle Barry	June16-19, 2019	Certiport Conference	Orlando, FL
Margret Kirkley Sarah Morton	June 17-21, 2019	Orton Gillingham Training for Older Students	Miami, FL
Mike Henriquez	June 18-20, 2019	ISRD Principals Summer Institute	Orlando, FL
Michael Michaud Tariel Moran	June 24-26, 2019	FAMIS Conference	Orlando, FL
Mark Leffler	July 7-12, 2019	PLTW Training, Computer Science	Orlando, FL
Tisa Lall 'TBA	July 21-26, 2018	Summer Science Symposium-Middle School	Wellington, FL
Melissa Hitchings	July 24-26, 2019	Project Lead the Way Teacher Training	Charlotte, NC
Kyla Shoemaker	July 26-30, 2019	Freedom Writers Summer Institute	Long Beach, CA



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RUN #
Pay Type

		Reques	ted Dates
		From:	Time
Nicola Smith		04/08/2019	8:15 am
Name Nicole Smith		To:	Time
Horace O'Bryant	Math Coach	04/09/2019	1:00 pm
School/Department	Position Watth Coach	No. of Days: 1.5	
,	Type of Leave Requested		
		to Injury-In Line of Duty the date requested or for	a day before or after a
JURY DUTY MILITAE	request up to tw	MEDICAL LEAVE- lelve weeks of unpaid leave submitted with leave requ	ve. FML application must
EXTENDED SICK LEAVE - (Without Parameter) A Doctor's statement is required for any extended.		INJURY i	in the line of Duty
OTHER:	TEMPORARY DUTY IN-C	OUNTY:	
Explain		Nature of me	eeting
TEMPORARY DUTY ELSEWHERE: Na	ature of meeting	Location:	
G	reat Florida Teach In	Orlando, I	FL
Travel charged to:	FUNCTION OBJECT	CENTER	PROJECT
In order to receive reimbursement for this leave copy of Meeting Notification and/or Agenda	ve, a travel voucher must be submitted to the District	office within 30 days of t	he return date. Attach a
Employee Signature: Male Smith	ta	Date: 4/3/19 Date: 4-2-/	9
Not Approved:		Date:	ť
Leave Granted:		Date:	
Not Granted:		Date:	
MCSD-HR011-Revised 08082013			



2019 Great Florida Teach-In Wyndham Orlando Resort International Drive Monday, April 8, 2019

Sunday, April 7, 2019

4:00 p.m. - 6:00 p.m. - Load-in and Set-up Registration Area,

Exhibit Hall and Interview Rooms

Monday, April 8, 2019

7:00 – 8:00 a.m. - Load-in and Set-up (Booths set up by 8:15am)

8:00 a.m. - Candidate Registration Begins

8:30 a.m. - Exhibit Area Opens and Interviewing Begins

12:30 p.m. - Candidate Registration Closes

1:00 p.m. - Exhibit Area Closes and Load-out Begins

4:00 p.m. - Interviewing Ends

5:00 p.m. - Load-out Ends

*Please note that lunch will not be provided this year



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		Requeste	d Dates
	Fro		Time
Name Kristy Morehouse-Bedell		/30/2019	11:00 am
Name Name Name	To		Time
School/Department Coral Shores/Admin Asst. Prin		/02/2019	11:00 pm
School/Department Position Asst. Prin		. of Days: 4	
Type of Leave Reque	sted and Ju	ne 4th 11:00 am-Jur	ne 5th 11:00 pm
VACATION	SICK LEAVE		
PERSONAL LEAVE *With Pay Without		ry-In Line of Duty	
(*Explanation: If this request is submitted less than five (5) days prior to the holiday or recess period, an explanation of the circumstances must be provided.	dates requested after the de	ite requested or for a d iched sheet)	ay before or after a
JURY DUTY MILITARY LEAVE	FAMILY MED request up to twelve we be completed & submi	ICAL LEAVE- Elig eeks of unpaid leave. I	ML application must
EXTENDED SICK LEAVE - (Without Pay) Related to: A Doctor's statement is required for any extended sick leave that exceeds 30	ILLNESS		ne line of Duty
OTHER: also 6/4-6/5/19 for followup Explain TEMPOI	RARY DUTY IN-COUN	ΓY: Nature of meetir	ng .
			·6
X TEMPORARY DUTY ELSEWHERE: Nature of meeting	,		
X TEMPORARY DUTY ELSEWHERE: Nature of meeting Clinical Educator Facilitate	_	ocation: Tallahassee	
	_	ocation:	PROJECT
Clinical Educator Facilitate	OBJECT	ocation: Tallahassee CENTER	
Clinical Educator Facilitate Travel charged to: FUND FUNCTION In order to receive reimbursement for this leave, a travel voucher must be su copy of Meeting Notification and/or Agenda	OBJECT	ocation: Tallahassee CENTER	
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Kristy Bedell

From:

Evans, Jenna < Jenna. Evans@fldoe.org>

Sent:

Friday, March 29, 2019 5:12 PM

To:

balaback@escambia.k12.fl.us; tdanielson@escambia.k12.fl.us; syfretts@leonschools.net;

harveyc@leonschools.net; lowet@bay.k12.fl.us; grahadp@bay.k12.fl.us; pricep@hdsb.org; teresa.mitchell@hdsb.org; whitek@santarosa.k12.fl.us; robin.hill@mcsbfl.us; kristy.grey@walton.k12.fl.us; mhiggins@fsu.edu;

lauren.gibbs@unf.edu; jacksonc9@duvalschools.org; melinda.bogart@stjohns.k12.fl.us;

dskarbek@flagler.edu; allend@mygcsd.org; easter.brown@myoneclay.net; criscionebl@gm.sbac.edu; roberta.ergle@ucf.edu; Oldhamc@lake.k12.fl.us; lrwilson@pasco.k12.fl.us; catkins@pasco.k12.fl.us; bhead@stetson.edu;

clmahane@volusia.k12.fl.us; logan.johnson@marion.k12.fl.us;

kelly.gassman@marion.k12.fl.us; stacie.padgett@lwcharterschools.com; rklein@fau.edu;

ldassa@fau.edu; padgeth@martin.k12.fl.us; cmueller@mdc.edu;

cronij@collierschools.com; patricia_goldman@scps.k12.fl.us; losgood@fsw.edu;

sbennett@hardee.k12.fl.us; Kristy Bedell

Subject:

Cc:

Stewart, Abbey; McDaniel, Josey; Evans, Jenna Clinical Education Facilitator Academy - Invitation

Attachments:

CEFA - Overview and Agenda.pdf; CEFA - Gap Analysis Template.docx

Dear Colleague,

Thank you for your interest in participating in the Clinical Education Facilitator Academy (CEFA)! The department is excited to officially invite you to participate in the three-day academy that will be held in Leon County. Detailed meeting logistics are included below.

Dates and Time:

May 1-2, and June 5, 2019

8:30 a.m. - 4:30 p.m.

Location:

Turlington Building

325 West Gaines Street Tallahassee, Florida 32399

Nearby Hotel:

DoubleTree by Hilton Hotel Tallahassee

101 South Adams Street Tallahassee, Florida 32301

850-224-5000

Over the next few months, you will engage in a community of practice with other developers of clinical education programs. Attached is an overview document designed to provide you with more context about the academy including the desired outcomes, essential skills that will be covered, agenda for the first two days, and pre-work to be completed before your arrival.

We humbly request that you make a full commitment to this experience. We understand the competing demands on your time, but we are confident that the focused professional learning of the academy will lead to better trained clinical educators. To that end, if you will be unable to complete the pre-work, post-work, or revisions to your current clinical educator program, or attend the program learning days in their entirety, we ask that you attend CEFA in the future.

Clinical Education Facilitator Academy

Overview and Agenda

Overview

Desired Outcomes

During the course of the academy, participants will engage in a community of practice with other clinical educator facilitators who are committed to the following:

- Deepening their knowledge around four essential skills of clinical educators
- Designing or revising their clinical educator programs
- Practicing providing and receiving feedback on adult learning program design
- Reflecting on how they evaluate the impact of their program
- Fostering partnerships with other districts and institutions

Essential Skills

The content of the academy is designed to build participants' knowledge around the following four essential skills of clinical educators:

- 1. Applying the research around mindset to their work with developing educators
- 2. Conducting content planning conferences
- 3. Being expert observers and diagnosticians of teaching and learning
- 4. Providing evidence-based, non-evaluative feedback

Pre-Work

In preparation for the academy, there is some pre-work participants must complete. This pre-work is designed to set us up for success as we dive into the four essential skills and walk participants through how to access additional resources related to each skill.

Please complete the following as pre-work to the academy by Friday, April 19, 2019:

- Complete the pre-academy survey at https://www.surveymonkey.com/r/CEFA Pre-Work May-June 2019.
- Use the attached template to complete a gap analysis between your organization's current clinical education program and the outcomes for the state model program content.
- 3. Email your completed gap analysis to Jenna Evans at Jenna.Evans@fldoe.org.
- 4. Create a login for the Florida School Leaders site at www.floridaschoolleaders.org/.
 - Half way down the page there are instructions on How to Enter the Site in a box. Click REGISTER FOR FULL ACCESS and submit your information.
- 5. Create a login for the Research for Better Teaching site at https://www.rbteach.com/user/login.
- Download a copy of the inquiry cycle tool at http://info.k-12leadership.org/instructional-leadership-inquiry-cycle-tool-intro?hsCtaTracking=8dca8300-0aae-475e-9cfa-e97f4de5ccfd%7C5d2d861a-afee-43d6-a256-ca0b27af6bab.
- Secure a copy of the instructional framework used by your organization.



Agenda

	Day 1	
1	Welcome, Introductions, Overview of Program	
2	Reflections on Gap Analyses	
3	Break	
4	Building Skill One Content Knowledge	
5	Lunch	11111111
6	Continuation of Skill One	
7	Break	
8	Building of Skill Two Content Knowledge	
9	Wrap Up and Forecast for Day Two	

	Day 2
1	Welcome, Review Questions
2	Building Skill Three Content Knowledge
3	Break
4	Continuation of Skill Three
5	Lunch
6	Building Skill Four Content Knowledge
7	Break
8	Continuation of Skill Four
9	Next Steps, Wrap Up





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	Requested Dates
Social Security Number	From: Time
Name Lena Bertram	5/13/19 8HM To: Time
School/Department Alt. Ed/DJJ Position Teacher	No. of Days:
Type of Leave Requested	
VACATION PERSONAL LEAVE *With Pay (*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the holiday or recess period, an explanation of the circumstances must be provided on this form or on a	o Injury-In Line of Duty the date requested or for a day before or after a
request up to twe	MEDICAL LEAVE- Eligible employees may live weeks of unpaid leave. FML application must ubmitted with leave request from.
EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS A Doctor's statement is required for any extended sick leave that exceeds 30 days	INJURY in the line of Duty
OTHER: TEMPORARY DUTY IN-CO	OUNTY: Nature of meeting
TEMPORARY DUTY ELSEWHERE: Nature of meeting DJJ Annual Meeting	Location: W. Palm Beach
Travel charged to: FUND FUNCTION OBJECT O1/0-5/00-330-0294-C In order to receive reimbursement for this leave, a travel voucher must be submitted to the District of copy of Meeting Notification and/or Agenda	OOG / CENTER PROJECT Office within 30 days of the return date. Attach a
	Date: 4/17/19
Approved: Not Approved: Not	Date:
Not Approved:	Date:
Leave Granted:	Date:
Not Granted:	Date:
MCSD-HR011-Revised 01/08/16	



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RUN #
Pay Type

	Requested Dates
Name Geoff Peattie	From: Time 12:00pm To: C115/19
School/Department Keys Center/DJJ Position DJJ Transition Manager	5//5//7 6:00 pm No. of Days:
Type of Leave Requested	
PERSONAL LEAVE *With Pay Without Pay (*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the holiday or recess period, an explanation of the circumstances must be provided on this form or on a property of the dates requested after the holiday or recess period, an explanation of the circumstances must be provided on this form or on a property of the dates requested. [Insert Pay 1.	o Injury-In Line of Duty the date requested or for a day hefore or after a
EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS A Doctor's statement is required for any extended sick leave that exceeds 30 days	INJURY in the line of Duty
OTHER: TEMPORARY DUTY IN-CO	Nature of meeting
TEMPORARY DUTY ELSEWHERE: Nature of meeting DOE/DJJ Annual Meeting	Location: West Palm Beach, FL
Travel charged to: FUND FUNCTION OBJECT O 1/0 - 10/00 - 330 0 294-000 In order to receive reimbursement for this leave, a travel voucher must be submitted to the District of copy of Meeting Notification and/or Agenda	CENTER PROJECT office within 30 days of the return date. Attach a
Employee Signature: Dleff Platt	Date: 4/17/19
Approved:	Date:
Not Michael J. Kennging	Date:
Leave Granted:	Date:
Not Granted:	Date:

2019 DOE/DJJ Regional Meeting Agenda

8:30 - 3:30

Welcome & Introductions

- Department of Juvenile Justice
 - > Juvenile Justice Teacher of the Year
 - > Reading Competition
 - > Delinquency in Schools Data
 - > Transition Data/Pilot
 - > Climate/annual surveys
 - > Changes to expect
 - **★** Detention Risk Assessments

 - → Detention Behavior Management System/Policy Changes

 - → Day Treatment- facility based/community-based
- · Department of Education
 - > Guidance counselor responsibilities
 - Data entry responsibilities
- · Role specific group discussion

LUNCH 11:45- 1:00 (On your own)

- Groups report out
- Division of Accountability, Research and Measurement- ESSA Federal Index Ratings and DJJ School Accountability Updates
- Bureau of School Improvement-rule update
- Juvenile Justice Education School Improvement Workgroup Status
- Mental Health Training Requirement
- · Annual report data
- CAPE requirements
- Coding errors

Wrap Up and Close

DOE/DJJ 2019 Annual Regional Meeting Schedule: 8:30 – 3:30

May 7, 2019 - Chipley

Panhandle Area Education Consortium
753 West Blvd.,
Chipley, FL
Ken Myers - Education Coordinator
Ken.Myers@djj.state.fl.us

May 9, 2019- Gainesville

Gainesville Education Center
Saint Leo University
4650 NW 39th Place, Suite B
Renette Crosby - Education Coordinator
Renette.Crosby@djj.state.fl.us

May 14, 2019- W. Palm Beach

Riviera Beach Preparatory Academy 7071 Garden Rd West Palm Beach, FL 33404 Peter Keelan – Education Coordinator Peter.Keelan@djj.state.fl.us

May 16, 2019- Orlando

Goodwill Building
7531 S. Orange Blossom Trail
Orlando, FL

Rowena Rose – Education Coordinator Rowena.Rose@djj.state.fl.us

Joey Nice - Education Coordinator Joey.Nice@djj.state.fl.us



MCSD-HR011-Revised 08082013

Request for Leave Please Print or Type

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		reques	ted Dates
		From:	Time
Maliana Alanharaka		05/20/2019	8:00 am
Name Melissa Alsobrooks		To:	Time
		05/25/2019	10:00 pm
School/Department Teaching and Learning	Position Science Coordinator	No. of Days: 5	
T	vpe of Leave Requested		
VACATION	SICK L	EAVE	
╡	The second secon	ed to Injury-In Line of Duty	
PERSONAL LEAVE *With Pay (*Explanation: If this request is submitted less ti holiday or recess period, an explanation of the	han five (5) days prior to the dates requested, aft	er the date requested or for on an attached sheet)	a day before or after a
JURY DUTY MILITARY	Y LEAVE FAMIL request up to	Y MEDICAL LEAVE- I twelve weeks of unpaid leav & submitted with leave requ	e. FML application must
EXTENDED SICK LEAVE - (Without Pay A Doctor's statement is required for any extended	The state of the s	INJURY i	n the line of Duty
OTHER: Explain	TEMPORARY DUTY IN	-COUNTY: Nature of me	eting
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TEMPORARY DUTY ELSEWHERE: Nati		Location:	oo Florida
	ure of meeting mmer Science Symposium Training	ACTIVATION OF THE	ee Florida
Travel charged to:	mmer Science Symposium Training FUNCTION OBJECT	Tallahass	PROJECT
Su	FUNCTION OBJECT 6300 330	Tallahass CENTER 9015	PROJECT 7018
Travel charged to: Online order to receive reimbursement for this leave,	mmer Science Symposium Training FUNCTION OBJECT 6300 330 , a travel voucher must be submitted to the Distr	Tallahass CENTER 9015	PROJECT 7018
Travel charged to: Travel charged to: FUND 0110 In order to receive reimbursement for this leave, copy of Meeting Notification and/or Agenda Employee Molissa Alsobroo	FUNCTION OBJECT 6300 330 a travel voucher must be submitted to the Distriction Digitally signed by Melissa KS	Tallahass CENTER 9015 ict office within 30 days of to	PROJECT 7018
Travel charged to: Travel charged to: In order to receive reimbursement for this leave, copy of Meeting Notification and/or Agenda Employee Signature: Melissa Alsobroo	FUNCTION OBJECT 6300 330 a travel voucher must be submitted to the Distriction Digitally signed by Melissa KS	Tallahass CENTER 9015 ict office within 30 days of to 04/08/2019 Date:	PROJECT 7018
Travel charged to: In order to receive reimbursement for this leave, copy of Meeting Notification and/or Agenda Employee Signature: Melissa Alsobroo Approved: Not Approved:	FUNCTION OBJECT 6300 330 a travel voucher must be submitted to the Distriction Digitally signed by Melissa KS	CENTER 9015 ict office within 30 days of to 04/08/2019 Date: Date:	PROJECT 7018 he return date. Attach a
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Travel charged to: Travel charged to: In order to receive reimbursement for this leave, copy of Meeting Notification and/or Agenda Employee Signature: Melissa Alsobroo Approved: Not Approved: Leave Granted: Not	FUNCTION OBJECT 6300 330 a travel voucher must be submitted to the Distriction Digitally signed by Melissa KS	CENTER 9015 ict office within 30 days of the 04/08/2019 Date: Date: Date:	PROJECT 7018 he return date. Attach a

Patricia Nicholas

From:

Barber, Glenna < Glenna.Barber@fldoe.org >

Sent:

Monday, April 1, 2019 5:01 PM

To:

Melissa Alsobrooks; bakerl@duvalschools.org; sbarcellona@ecsd.me; mwbutler@pasco.k12.fl.us; roxannca@leeschools.net; cheri.dame@sarasotacountyschools.net; jennifer.davis.2@palmbeachschools.org; ferro.michelle@brevardschools.org; FollisKa@collierschools.com; harrisd@martin.k12.fl.us; johnson.lindac@brevardschools.org; lauren.king@sdhc.k12.fl.us; lwade@pasco.k12.fl.us; brittany.kiser@palmbeachschools.org; christinaml@leeschools.net; jmaxwell@pasco.k12.fl.us; Molledo.Maqdalena@Brevardschools.org; nanneym@duvalscool.org; okoc623@gmail.com; johnO@LeeSchools.net;

kelly.peterson@polk-fl.net; reinhardt.lori@brevardschools.org; ripperger.rhonda@brevardschools.org;

Rutkowski.Tammie@Brevardschools.org; jenseebaran@gmail.com; shserida@pasco.k12.fl.us; sullivanj2@duvalschools.org; amanda.weekshughes@palmbeachschools.org; treitz@pasco.k12.fl.us; laura.widerberg@sdhc.k12.fl.us; neena.williams@polk-

fl.net; jessica.zunker@palmbeachschools.org

Subject:

Facilitator Rooming List May 21st - 24th

Importance:

High

Good Afternoon,

I am preparing the rooming list for the facilitator training in Tallahassee on May 21st-24th. I need to know if you will be able to attend. I realize some of you will need to travel longer distances. With that in mind, please advise if you will need to check in on May 20th and /or leave on May 25th.

As soon as I receive your information, we can submit a letter to your superintendent requesting TDE for the meeting.

Take care,

Glenna Barber Secondary Science Specialist, Office of STEM Standards and Instructional Support Division of Public Schools Florida Department of Education (850) 245-0529

Student Success Is Our STANDARD



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RUN #	
Pay Type	

			Reque	sted Dates
			From:	Time
A1 0			06/09/2019	8:00 am
Name Alan Garcia		Į.	То:	Time
-	24 T K		06/13/2019	9:00 pm
School/Department Transportation	Position Mechanic		No. of Days: 4	
	Type of Leave Requested	i		
VACATION PERSONAL LEAVE *With I (*Explanation: If this request is submitted le holiday or recess period, an explanation of the	ss than five (5) days prior to the date	es requested, after th	Injury-In Line of Duty e date requested or for	r a day before or after a
	ARY LEAVE	FAMILY M	EDICAL LEAVE-	Eligible employees may ve. FML application must uest from.
EXTENDED SICK LEAVE - (Without A Doctor's statement is required for any extension		LLNESS 's	INJURY	in the line of Duty
OTHER: Explain	TEMPORAR	Y DUTY IN-COL	UNTY: Nature of m	ecting
TEMPORARY DUTY ELSEWHERE: 1	Nature of meeting Annual Bus Technicians Sum	nmer Workshops	Location: Daytona	Beach, FL
Travel charged to: FUND 0110 In order to receive reimbursement for this le copy of Meeting Notification and/or Agenda	FUNCTION 7800 ave, a travel voucher usust be submit	OBJECT 330 ned to the District of	CENTER 9122 fice within 30 days of	PROJECT 0001 the return date. Attach a
Employee Signature:	cur	D	ate: 0H -	03-19
Approved:		Da	ate:	
Not Approved:		Da	ate:	
Leave Granted:		Da	ate:	
Not Granted:		Da	ate:	



Florida Association for Pupil Transportation

EXECUTIVE COMMITTEE 2018-19 OFFICERS

February 14, 2019

MEMORANDUM

Arby Creach, President c/o Osceola District Schools Arby.Creach@osceolaschools.net (407) 518-4550

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 <u>Wattsk@martin.k12.fl.us</u> (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 <u>william.wen@ocps.net</u> (407)317-3810

Region IV (N. Central, N. East) Director **Johnnie Jacobs** c/o Baker District Schools <u>Johnnie.Jacobs@bakerk12.org</u> (904) 259-2444

Region V (Panhandle) Director Jay McInnis c/o Okaloosa District Schools mcinnisj@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 TO: Transportation Directors and Service Managers

FROM: Mike Frazee - Volusia District Schools
Tom Simco - Charlotte District Schools

Committee Co-Chairmen

FAPT Technicians Qualification and Standards Committee

CONTACT: Glen Enstice

Brevard District Schools Phone: 321-302-9075

Email at Enstice.glen@brevardschools.org

SUBJECT: 30th Annual School Bus Technicians Summer Workshops

The Technicians Qualification and Standards Committee of the Florida Association for Pupil Transportation (FAPT), in conjunction with Volusia District Schools, has completed plans for the 30th Annual School Bus Technicians Summer Workshop. The workshop will provide school bus diagnostic and repair training both in classroom and hands-on settings.

The workshop dates are June 10-13, 2019, in Daytona Beach. A new class for the new technician will be offered (limited to 30 technicians) on Monday from 9am to noon. This class is a Bus Maintenance 101 and will cover topics such as diagnostics and electrical for the new tech. Regular classes begin on Monday at noon and end on Thursday at noon. On Tuesday and Wednesday classes will start at 7 am and continue until 6 pm.

Class reservations are secured by completing the following on-line registration form on a **first come**, **first serve basis**. <u>Technicians Summer Workshop On-Line Registration Form</u> A registration confirmation packet including all pertinent information will be emailed four (4) weeks prior to the workshop.

<u>COST</u>: \$150.00 per person which includes tuition, registration fees, supplies, and some meals (does <u>not</u> include lodging). Late registration is \$200.00 per person as of April 16. Registrations will not be accepted after May 1, 2019.

REGISTRATION DEADLINE: April 15, 2019. Late registration April 16-May 1, 2019.

All payment information will be provided with an invoice when registration is received.

Florida Association for Pupil Transportation PO Box 1248 New Smyrna Beach, FL 32170 (407) GRO-FAPT (476-3278)



Florida Association for Pupil Transportation

Because we must guarantee student count, there are NO refunds for cancellations; however, substitutions can be made prior to the start of the workshop.

Choose from the following for each participant:

Monday Morning Optional Class for New Technicians:

- Yes
- No

Monday Afternoon Class Options:

Note: All technicians must register for one.

- Meritor
- Braun Lift
- Ricon Lift
- NAPA

Cummins Class Option:

Note: Cummins training will be offered to a maximum of 8 technicians and no two will be from the same district. The instruction is limited to school bus engines ONLY and NO training will be provided on white fleet trucks for Dodge/Chrysler/Fiat vehicles. A technician who is registered for Cummins will remain in this class from Tuesday morning until the workshop ends on Thursday at noon. Priority will be given to districts that did not have a technician attending the Cummins Class in 2018.

Tuesday Class Options

Each technician must register for a morning and an afternoon class. If Allison is selected, the technician will remain in this class all day. All other classes are one half-day only and two different classes must be selected.

- MCC Air 5 hour Class
- ACC Air 5 Hour Class
- RAC Air 5 Hour Class
- TransAir 5 Hour Class
- Allison 10 Hour Class

OEM Classes on Wednesday and Thursday

Each technician who is not in the Cummins class must register for one of the following OEM Classes and will remain in this class all day Wednesday and until the workshop is over on Thursday.

- BlueBird
- IC
- Thomas

FAPT Testing: VST, MRT, or PST (participants and walk ins)



Florida Association for Pupil Transportation

FAPT Vehicle Service Technician (VST), Master Repair Technician (MRT), and Parts Specialist (PST) certification tests will be given on Monday and Tuesday evenings. Persons registered for the workshop must also complete an online registration form if they wish to take VST, MRT or PST test(s). Tests are \$15 and will be conducted on Tuesday June 11, 2019 at 4 pm. Workshop participants and walk-ins must register using the MRT, VST, PST Test Registration All retests are also \$15.00 per test *Payment must be received prior to testing*.

Hands-On Safety Inspector Testing

Additionally, Florida School Bus Safety Inspector Certification <u>hands-on testing</u> will be available. Registration is required by using the on-line registration form at the following link. <u>Hands-on Safety Inspector Testing</u>. *Payment of \$50 must be received prior to testing*.

We encourage you to take advantage of this training opportunity and thank you for your continued interest and support. Remember, there is scholarship funds available which has been previously posted on the FAPT website. Please feel free to contact any committee member if you have any questions or suggestions.

NOTE: Each district will be responsible for the lodging of their participants.

Recommended accommodations are listed below, please mention FAPT to receive discounted rate of \$75.65 per night including breakfast. Please send in tax exempt form to hotel.

Best Western Plus International Speedway 2620 International Speedway, Daytona Beach, Fl. 32114 PHONE: 386-258-6333 FAX 386-254-3698 bwdaytonaspeedway.com



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Wednesday, June 12, 2019 FSBA/FADSS Annual Summer Conference - TENTATIVE AGENDA

FSBA/FADSS Annual Summer Conference June 12-14, 2019 Grand Hyatt Tampa Bay Tampa, Florida

WEDNESDAY, JUNE 12, 2019 - TENTATIVE AGENDA

8:00 a.m. - 5:00 p.m. Conference Registration - Audubon Foyer (1st Floor)

7:30 - 9:00 a.m. FSBA Executive Officers' Breakfast and Meeting - President's Suite

9:00 - 9:30 a.m. Finance Committee Meeting

9:30 - 10:30 a.m. Leadership Services Committee Meeting

10:30 a.m. - 12:00 noon Legislative Committee Meeting

11:30 a.m. - 1:00 p.m. FEITF Meeting

12:00 noon - 1:00 p.m. Lunch on your own

1:15 - 3:15 p.m. Committee Meeting

3:30 - 5:00 p.m. FSBA Board of Directors' Meeting

THURSDAY, JUNE 13, 2019 - TENTATIVE AGENDA

7:00 a.m. - 5:00 p.m. Conference Registration - Audubon Foyer (1st Floor)

7:30 - 8:30 a.m. Continental Breakfast - Audubon Foyer (1st Floor)

7:30 - 8:30 a.m. Breafkast Meetings - FSLRS Board of Directors; Small District Council; CFPSBC; NEFCSB

8:45 - 10:15 a.m. Opening General Session

10:00 a.m. - 5:00 p.m. Non-Profit Showcase - (3 entities in hallway)

10:15 - 10:30 a.m. Break - Audubon Foyer (1st Floor)

10:30 a.m. - 12:00 noon FSBA General Membership Business Meeting {Time Certain ?? - BOD Elections (odd-numbered districts) AND Time Certain ?? - Election and Swearing in of FSBA Executive Officers for 2019-2020}

10:45 a.m. - 3:30 p.m. FADSS Superintendent Leadership Development Training Program (Superintendents Only)

12:00 noon - 1:00 p.m. Networking Luncheon/Award Ceremony

1:15 - 2:15 p.m. Breakout Session I (6 topics each presented twice)

2:15 - 2:30 p.m. Break - Audubon Foyer (1st Floor)

2:30 - 3:30 p.m. Breakout Session II (6 topics each presented twice)

- 2:30 3:30 p.m. FELL Meeting
- 3:30 3:45 p.m. Break Audubon Foyer (1st Floor)
- 3:45 4:45 p.m. Breakout Session III (6 topics each presented twice)
- 3:45 5:00 p.m. FADSS Board of Directors' Meeting
- 5:00 5:45 p.m. Greater Florida Consortium of School Boards Business Meeting and Reception
- 5:30 6:30 p.m. Reception

FRIDAY, JUNE 14, 2019 - TENTATIVE AGENDA

- 7:30 8:30 a.m. Continental Breakfast Audubon Foyer (1st Floor)
- 7:30 10:30 a.m. Conference Registration Audubon Foyer (1st Floor)
- 8:00 10:00 a.m. General Session II
- 10:00 10:15 a.m. Break Audubon Foyer (1st Floor)
- 10:15 a.m. 12:00 noon Legislative Advocacy and Session Review

Florida School Boards Association



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Name Theresa Axford			To:	Time
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MCSD-HR011-Revised 08082013				

Theresa N. Axford

Subject:

FW: 2019 Summer Literacy Institute

From: Dodd, Shannon < Shannon.Dodd@fldoe.org>
Sent: Wednesday, March 20, 2019 11:30 AM

To: Natallie Liz < Natallie.Liz@KeysSchools.com >; Sarah Adams Morton < Sarah.Morton@KeysSchools.com >; Sarah Adams Morton < Sarah.Morton@KeysSchools.com >; Sarah Adams Morton < Sarah.Morton@KeysSchools.com >; Theresa N.

Axford < Theresa. Axford @ KeysSchools.com > Subject: 2019 Summer Literacy Institute

Dear Partner(s) in Education,

We are so pleased to confirm that the following nominees have been registered to attend our 2019 Summer Literacy Institute.

District	Name	Grade(s)	Conference Track
Monroe County School District	Natallie Liz	K-12	English Language Learner (ELL) Coordinator
Monroe County School District	Sarah Adams Morton	K-12	Curriculum Directors
Monroe County School District	TBA	Elementary	Instructional Coach
Monroe County School District	TBA	Secondary	Instructional Coach
Monroe County School District	Theresa Axford	K-12	Curriculum Directors

Please note that each member of your team has been placed in a designated Conference Track based on their position. Below are the various Conference Tracks that will be offered. If there is an error in the assigned track, please reply to this email letting me know if changes need to be make. I would highly suggest making sure that your team is divided among the offered tracks in order for your team to receive the most information. If you are listed as "Unassigned", please reply to this email and let me know which track is most appropriate for you.

Tracks that will be offered at the 2019 Summer Literacy Institute:

- ELA Specialist
- Instructional Coach
- Curriculum Director
- ESE/Student Services
- MTSS
- ELL
- Title 1
- PD

The **2019 Summer Literacy Institute will take place June 11 – 13**. In addition to timely breakout sessions, our distinguished Keynote Speakers include:

Timothy Shanahan, Distinguished Professor and Presenter

- Janet Zadina, Educational Neuroscientist
- Diane August, Researcher and Director at the Center for English Language Learners at the American Institutes for Research

There is no registration cost associated with the 2019 Summer Literacy Institute, however districts/institutions will be responsible for covering costs associated with travel and accommodations for each of their attendees.

We will be hosting the institute at:

Hilton Orlando Lake Buena Vista 1751 Hotel Plaza Boulevard, Lake Buena Vista, FL 32830

Reservations should be made by *April 30, 2019* to receive the room block rate of *\$139 per night* using this link: https://book.passkey.com/go/SummerLiteracyInstitute.

Currently, we have some remaining openings and you may continue to add or make changes to your list through the Survey Monkey or simply by emailing me with *Name, Email, Grades (Elem, Sec, K-12) and Preferred Conference Track*. My suggestion would be to consider district level individuals who are working with schools in need of a School Improvement Plan since there will be sessions centered around ESSA and using data effectively. Please be aware that at the end of this week we will be opening registration to Charter Schools so I would highly recommend securing your spots prior to Friday.

As we continue planning, we are growing increasingly more excited! If you have any questions, please reach out to Heather Willis-Doxee at 850-245-9541 or Heather.Willis-Doxsee@fldoe.org.

Looking forward to June!

The Just Read, Florida! Team

Shannon Dodd

Just Read, Florida! Florida Department of Education 325 West Gaines Street Tallahassee, FL 32399-0400 850-245-7894



DIVISION OF PUBLIC SCHOOLS Highest Achievement...Every Student, Every Day.



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Request for Leave Please Print or Type

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Sarah Adams Morton	06/10/2019	11:00 am
Name Salah Adams Worton	To:	Time
Teaching and Learning Literacy Coordinator	06/13/2019	7:00 pm
School/Department Position Position	No. of Days: 4	
Type of Leave Requested		
VACATION SICK LEA		
PERSONAL LEAVE *With Pay Without Pay	to Injury-In Line of Duty	
(*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after holiday or recess period, an explanation of the circumstances must be provided on this form or on a		a day before or after a
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TEMPORARY DUTY ELSEWHERE: Nature of meeting Just Read Florida Summer Literacy Institute Travel charged to: In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Date: 2019.04.08 Signature: 17:39:27 -04'00' Approved: Not	Orlando, F CENTER office within 30 days of th 04/08/2019 Date:	PROJECT ne return date. Attach a
TEMPORARY DUTY ELSEWHERE: Nature of meeting Just Read Florida Summer Literacy Institute Travel charged to: In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Date: 2019.04.08 Signature: 17:39:27 -04'00' Approved: Not Approved:	Orlando, F CENTER office within 30 days of th 04/08/2019 Date:	PROJECT ne return date. Attach a
TEMPORARY DUTY ELSEWHERE: Nature of meeting Just Read Florida Summer Literacy Institute Travel charged to: FUND FUNCTION OBJECT In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Date: 2019.04.08 17:39:27 -04'00' Approved: Not Approved: Leave Granted: Alexen Not	Orlando, F CENTER office within 30 days of th 04/08/2019 Date:	PROJECT ne return date. Attach a
TEMPORARY DUTY ELSEWHERE: Nature of meeting Just Read Florida Summer Literacy Institute Travel charged to: FUND FUNCTION OBJECT In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Date: 2019.04.08 17:39:27 -04'00' Approved: Not Approved: Leave Granted: Alexen Not	Orlando, F CENTER office within 30 days of the Date: Date: Date:	PROJECT ne return date. Attach a



MCSD-HR011-Revised 08082013

Request for Leave Please Print or Type

For Office Use Only	1
RUN #	١
Pay Type	١

	Requested Dates
	From: Time
Loyla Madin	06/10/2019 11:00 am
Name Leyla Nedin	To: Time
Superdeef Cabasi	06/13/2019 7:00 pm
School/Department Sugarloaf School Position Literacy Coach	No. of Days: 4
Type of Leave Requested	
VACATION PERSONAL LEAVE *With Pay (*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after holiday or recess period, an explanation of the circumstances must be provided on this form or on a company of the circumstances and the provided on this form or on a company of the circumstances and the provided on this form or on a company of the circumstances and the provided on this form or on a company of the circumstances and the provided on this form or on a company of the circumstances and the provided on this form or on a company of the circumstances and the provided on this form or on a company of the circumstances.	o Injury-In Line of Duty the date requested or for a day before or after a
request up to two	MEDICAL LEAVE- Eligible employees may elve weeks of unpaid leave. FML application must submitted with leave request from.
EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS A Doctor's statement is required for any extended sick leave that exceeds 30 days	INJURY in the line of Duty
OTHER: TEMPORARY DUTY IN-CO	OUNTY: Nature of meeting
TEMPORARY DUTY ELSEWHERE: Nature of meeting FDOE: Just Read Florida, Summer Institute	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 copy of Meeting Notification and/or Agenda	office within 30 days of the return date. Attach a
Employee Signature: Leyla Nedin Digitally signed by Leyla Nedin Date: 2019.04.04 14:06:57 -04'00'	04/04/2019 Date:
Approved: Date: 2019.04.08 17:36:56 -04'00'	Date: 04/08/2019
Not Approved:	Date:
Leave Granted: Glener and	Date: 4/10/2019
Not	
	Date:

2019 Summer Literacy Institute

JUNE 10 ~ 13 ORLANDO, FLORIDA



	Monday, June 10
2:30-3:00	Registration for Higher Education Participants
3:00-5:00	Registration for School Districts, Schools and Educational Partners
	Higher Education Pre-Conference Workgroup
	Tuesday, June 11
8:00-10:00	Introductions

	Tuesday, June 11
8:00-10:00	Introductions
	Keynote Speaker 1: Timothy Shanahan
10:15-11:45	Breakout Sessions
11:45-1:15	Lunch
1:15-2:45	Breakout Sessions
3:00-4:30	Keynote Speaker 2: Janet Zadina: Brain-Based Learning

Wednesday, June 12		
8:30-10:00	Breakout Sessions	
10:15-11:45	Breakout Sessions	
11:45-1:15	Lunch	
1:15-2:45	Keynote Speaker 3: Janet Zadina: Addressing Anxiety, Stress and Trauma	
2:45-3:15	ESSA Talk	
3:30-4:30	Team Time: Facilitated Size-Alike District Groups	

	Thursday, June 13
8:30-9:45	Keynote Speaker 4: Diane August: Closing the Achievement Gap for English Language Learners
10:00-11:00	Breakout Sessions: DOE Department Specific
11:15-12:00	DOE Senior Leadership Presentation



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		Requested	Dates
		From:	Time
	me Melissa Msdoroots	06/16/2019	8:00 am
Na	me Victional Vilous	To:	Time
	tadaar	06/19/2019	8:00 pm
Sch	Trichin and Clarniz Science Coordinates	No. of Days: 4 days	
	Tuching and Learning Science Coordinater Type of Leave Requested		
	Type of Leave Requested		
	VACATION SICK LEA Related PERSONAL LEAVE *With Pay (*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after holiday or recess period, an explanation of the circumstances must be provided on this form or on a	to Injury-In Line of Duty the date requested or for a da	ry before or after a
	request up to tw	MEDICAL LEAVE- Eligit elve weeks of unpaid leave. Fi submitted with leave request f	ML application must
	EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS A Doctor's statement is required for any extended sick leave that exceeds 30 days	INJURY in th	e line of Duty
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Ш	OTHER: TEMPORARY DUTY IN-CO	OUNTY: Nature of meeting	g
K)	Explain	Nature of meeting	g
X			g
M	TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference	Nature of meeting Location:	PROJECT
	Explain TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference	Nature of meeting Location: Orlando - FL CENTER	PROJECT
	Explain TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference Travel charged to: FUND FUNCTION OBJECT In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda	Nature of meeting Location: Orlando - FL CENTER	PROJECT
	Explain TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference Travel charged to: FUND FUNCTION OBJECT In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda	Nature of meeting Location: Orlando - FL CENTER office within 30 days of the re	PROJECT
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For Office Use Only
RUN #
Pay Type

				Neque	sted Dates
				From:	Time
				06/16/2019	8:00 am
Name Linda Britton	n			To:	Time
21 10	A. Janese	Teacher		06/19/2019	8:00 pm
School/Department (Coral Shores	Position Teacher		No. of Days: 4 day	s
		Type of Leave Reque	sted		
VACATION PERSONAL LEAN (*Explanation: If this holiday or recess periods)	request is submitted le	Pay Without ss than five (5) days prior to the the circumstances must be provi	Pay e dates requested, after t	the date requested or for	r a day before or after a
JURY DUTY	MILITA	ARY LEAVE	request up to twe		Eligible employees may ve. FML application must uest from.
	LEAVE - (Without is required for any exte	Pay) Related to: ended sick leave that exceeds 30	ILLNESS O days	INJURY	in the line of Duty
OTHER:	Explain	TEMPOI	RARY DUTY IN-CO	OUNTY: Nature of m	eeting
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I LEMPORARY DU	TY ELSEWHERE: N	Vature of meeting		Location:	
TEMPORARY DU		Nature of meeting Certiport Conference		Location: Orlando -	FL
Travel charged t	(•	OBJECT		PROJECT
Travel charged t	o: FUND	Certiport Conference		Orlando - CENTER	PROJECT
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Travel charged to In order to receive rei copy of Meeting Notific Employee Signature: Linda E Approved: Blak Not Approved: Leave Granted: Not	o: FUND imbursement for this led ication and/or Agenda	Certiport Conference FUNCTION	ibmitted to the District of	Orlando - CENTER Office within 30 days of a Date: 3/29/2019 Date: 3/29/119 Date: Date:	PROJECT



For Office Use Only	
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Pay Type	

			Reques	sted Dates
			From:	Time
. /			06/16/2019	8:00 am
ne Kickton -	D		To:	Time
ne Kirsten	buns		06/19/2019	8:00 pm
ool/Department	Position	eacher	No. of Days: 4 days	5
ey large	Type of Leave	Requested		
VACATION		SICK LEAT	VE	
			Injury-In Line of Duty	
PERSONAL LEAVE (*Explanation: If this request holiday or recess period, an ex	*With Pay is submitted less than five (5) days pi eplanation of the circumstances must	Without Pay rior to the dates requested, after th t be provided on this form or on an	e date requested or for attached sheet)	a day hefore or after a
JURY DUTY	MILITARY LEAVE	FAMILY N	EDICAL LEAVE-	Eligible employees may ve. FML application mu uest from.
	E - (Without Pay) Related to: red for any extended sick leave that e	ILLNESS		in the line of Duty
OTHER:		TEMPORARY DUTY IN-CO	UNTY:	
Expla		I LIMITORAKT DOTT IN-CO	Nature of m	eeting
/				
TEMPORARY DUTY FIS	SFWHERE: Nature of meeting		Location:	
TEMPORARY DUTY ELS	SEWHERE: Nature of meeting Certiport Conferen	nce	Location: Orlando -	FL
				- FL PROJECT
Travel charged to:	Certiport Conferent FUND FUNCTI	ON OBJECT	Orlando - CENTER	PROJECT
Travel charged to:	FUND FUNCTI	ON OBJECT	Orlando - CENTER	PROJECT
Travel charged to: In order to receive reimburser copy of Meeting Notification of	FUND FUNCTI	ON OBJECT	Orlando - CENTER fice within 30 days of	PROJECT the return date. Attach o
Travel charged to:	FUND FUNCTI	ON OBJECT must be submitted to the District of	Orlando - CENTER fice within 30 days of	PROJECT the return date. Attach o
Travel charged to: In order to receive reimburser copy of Meeting Notification of Employee Signature:	FUND FUNCTI	ON OBJECT must be submitted to the District of	Orlando - CENTER fice within 30 days of	PROJECT the return date. Attach o
Travel charged to: In order to receive reimburser copy of Meeting Notification of Employee	FUND FUNCTI	ON OBJECT must be submitted to the District of	Orlando - CENTER ffice within 30 days of	PROJECT the return date. Attach o
Travel charged to: In order to receive reimburser copy of Meeting Notification of Employee Signature: Approved:	FUND FUNCTI	ON OBJECT must be submitted to the District of	Orlando - CENTER Since within 30 days of the content of the conte	PROJECT the return date. Attach o
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Travel charged to: In order to receive reimburser copy of Meeting Notification of Meeting Notificatio	FUND FUNCTI	ON OBJECT must be submitted to the District of	Orlando - CENTER Office within 30 days of the content of the cont	PROJECT the return date. Attach a
Travel charged to: In order to receive reimburser copy of Meeting Notification of Employee Signature: Approved: Not Approved:	FUND FUNCTI	ON OBJECT must be submitted to the District of	Orlando - CENTER Office within 30 days of the content of the cont	PROJECT the return date. Attach a
Travel charged to: In order to receive reimburser copy of Meeting Notification of Meeting Notificatio	FUND FUNCTI	ON OBJECT must be submitted to the District of	Orlando - CENTER ffice within 30 days of Date: 4/2/ Date: 4/2/ Date: 4/2/	PROJECT the return date. Attach o
Travel charged to: In order to receive reimburser copy of Meeting Notification of Meeting Notificatio	FUND FUNCTI	ON OBJECT must be submitted to the District of	Orlando - CENTER ffice within 30 days of Date: 4/2/ Date: 4/2/ Date: 4/2/	PROJECT the return date. Attach a
Travel charged to: In order to receive reimburser copy of Meeting Notification of Meeting Notificatio	FUND FUNCTI	ON OBJECT must be submitted to the District of	Orlando - CENTER ffice within 30 days of Date: 4/2/ Date: 4/2/ Date: 4/2/	PROJECT the return date. Attach o



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RUN #
Pay Type

			1	Requested Dates
			From:	Time
Name Lisa Cashilo			06/16/2019	8:00 am
Name LISA CASITIV			To:	Time
School/Department HOB		Teacher	06/19/2019	8:00 pm
School/Department HOB	Positio	on	No. of Days:	4 days
	Type of Lea	ive Requested		
VACATION PERSONAL LEAVE (*Explanation: If this request is simplified to the control of the cont	*With Pay ubmitted less than five (5) da unation of the circumstances	Without Pay ys prior to the dates requested,	K LEAVE Related to Injury-In Line of , after the date requester or on an attached sheet)	d or for a day before or after a
JURY DUTY	MILITARY LEAVE	request up		AVE- Eligible employees may aid leave. FML application must we request from.
EXTENDED SICK LEAVE - A Doctor's statement is required j		ILLNESS at exceeds 30 days	INI	TURY in the line of Duty
OTHER:		TEMPORARY DUTY		re of meeting
I — (148tu	re of meeting
TEMPORARY DUTY ELSEW			Location:	
	Certiport Confe	rence	Orla	indo - FL
Travel charged to:	FUND FUNC	CTION OBJECT	CENT	ER PROJECT
In order to receive reimbursement copy of Meeting Notification and/o		er must be submitted to the Dis	strict office within 30 do	zys of the return date. Attach a
Employee Signature: Approved:	Tilo		Date: 3/25	:119 26 -19
Not Approved:			Date:	
Leave Granted:	y game		Date:	
Not Granted:			Date:	
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For Office Use Only	=
RUN #	
Pay Type	

				Reque	sted Dates
				From:	Time
	1	P		06/16/2019	8:00 am
Name Latie	FOUTKAN	n		То:	Time
	• 1 385	Tanahar		06/19/2019	8:00 pm
School/Department		Position Teacher		No. of Days: 4 day	S
HOS		•	TEACHER		
	Type	e of Leave Reque	ested		
VACATION PERSONAL LEAVE (*Explanation: If this reques	*With Pay	Without five (5) days prior to th	Pay e dates requested, after	to Injury-In Line of Duty	a day before or after a
holiday or recess period, an JURY DUTY	MILITARY LI		FAMILY request up to two	MEDICAL LEAVE-	ve. FML application must
EXTENDED SICK LEA' A Doctor's statement is requ	VE - (Without Pay) Re uired for any extended si	elated to: ick leave that exceeds 3	ILLNESS 0 days	INJURY	in the line of Duty
OTHER:		TEMPO	RARY DUTY IN-CO	OUNTY:	
Ext	olain			Nature of m	eeting
-m				Nature of III	cernig
TEMPORARY DUTY EI		of meeting		Location:	acting
71	LSEWHERE: Nature of	of meeting ort Conference			
TEMPORARY DUTY EI	LSEWHERE: Nature of	•	OBJECT	Location:	
71	LSEWHERE: Nature of Certipo FUND	ort Conference FUNCTION		Location: Orlando - CENTER	FL PROJECT
TEMPORARY DUTY EI Travel charged to: In order to receive reimburse copy of Meeting Notification	LSEWHERE: Nature of Certipo FUND ement for this leave, a translor Agenda	FUNCTION avel voucher must be so	ubmitted to the District o	Location: Orlando - CENTER office within 30 days of the	FL PROJECT the return date. Attach a
Travel charged to: In order to receive reimburst copy of Meeting Notification Employee Karle Signature: Approved:	LSEWHERE: Nature of Certipo FUND ement for this leave, a translor Agenda	FUNCTION avel voucher must be so	ubmitted to the District o	Location: Orlando - CENTER office within 30 days of t	FL PROJECT the return date. Attach a
TEMPORARY DUTY EI Travel charged to: In order to receive reimburse copy of Meeting Notification	LSEWHERE: Nature of Certipo FUND ement for this leave, a translor Agenda	FUNCTION avel voucher must be so	uhmitted to the District o	Location: Orlando - CENTER office within 30 days of the	FL PROJECT the return date. Attach a
Travel charged to: In order to receive reimburss copy of Meeting Notification Employee Karle Signature: Approved: Not Approved:	FUND ement for this leave, a transfor Agenda	FUNCTION avel voucher must be so	ubmitted to the District o	Location: Orlando - CENTER Office within 30 days of the state: Date: U(3/19) Date: 4-5-19	FL PROJECT the return date. Attach a
Travel charged to: In order to receive reimburss copy of Meeting Notification Employee Karle Signature: Approved: Not Approved:	FUND ement for this leave, a transfor Agenda	FUNCTION avel voucher must be so	ubmitted to the District of	Location: Orlando - CENTER Office within 30 days of the content o	FL PROJECT the return date. Attach a
TEMPORARY DUTY EI Travel charged to: In order to receive reimburs. copy of Meeting Notification Employee Signature: Approved: Not Approved: Leave Granted: Not	FUND ement for this leave, a transfor Agenda	FUNCTION avel voucher must be so	ubmitted to the District of	Location: Orlando - CENTER Office within 30 days of the content o	FL PROJECT the return date. Attach a



MCSD-HR011-Revised 08082013

Request for Leave Please Print or Type

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RUN #	
Pay Type	

			From:	Time
			06/16/2019	8:00 am
Name Michael Roy			To:	Time
		Tanahar	06/19/2019	8:00 pm
School/Department	Pos	sition Teacher	No. of Days: 4 day	ys
Sugarloaf				
	Type of I	Leave Requested		
VACATION		SICK I	EAVE	
	П	Rela	ed to Injury-In Line of Duty	
PERSONAL LEAVE	*With Pay	Without Pay ay a days prior to the dates requested, af	er the date requested or fe	or a day before or after a
holiday or recess period, a	n explanation of the circumstan	ces must be provided on this form or	n an attached sheet)	or a day before or after a
JURY DUTY	MILITARY LEAVE	FAMIL	Y MEDICAL LEAVE-	- Eligible emplovees may
	_	request up to	twelve weeks of unpaid le	ave. FML application must
			& submitted with leave re-	
	VE - (Without Pay) Related juired for any extended sick lea		INJURY	in the line of Duty
	unrea for any extended sick led	ve that exceeds 50 days		
OTHER:	plain	TEMPORARY DUTY IN	COUNTY: Nature of r	mesting
_	· ·		Nature of E	recting
TEMPORARY DUTY E	LSEWHERE: Nature of mee	-	Location:	_
TEMPORARY DUTY E	CLSEWHERE: Nature of meet Certiport Co	-	Location: Orlando	- FL
Travel charged to:	Certiport Co	-		- FL PROJECT
Travel charged to:	FUND sement for this leave, a travel w	onference	Orlando	PROJECT
Travel charged to: In order to receive reimbur, copy of Meeting Notificatio	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando	PROJECT
Travel charged to: In order to receive reimbur, copy of Meeting Notificatio	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando CENTER ict office within 30 days of	PROJECT the return date. Attach a
Travel charged to: In order to receive reimbur, copy of Meeting Notificatio	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando CENTER ict office within 30 days of Date: April 4,201	PROJECT the return date. Attach a
Travel charged to: In order to receive reimbur, copy of Meeting Notificatio	FUND sement for this leave, a travel w	onference FUNCTION OBJECT	Orlando CENTER ict office within 30 days of	PROJECT the return date. Attach a
Travel charged to: In order to receive reimbur, copy of Meeting Notificatio	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando CENTER ict office within 30 days of Date: April 4,201	PROJECT the return date. Attach a
Travel charged to: In order to receive reimbur. copy of Meeting Notification Employee Signature: Approved:	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando CENTER ict office within 30 days of Date: April 4,201	PROJECT the return date. Attach a
Travel charged to: In order to receive reimbur. copy of Meeting Notification Employee Signature: Approved: Not Approved:	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando CENTER Let office within 30 days of Date: April 4,201 Date: 11 - 5/	PROJECT the return date. Attach a
Travel charged to: In order to receive reimbur. copy of Meeting Notification Employee Signature: Approved: Not Approved:	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando CENTER ict office within 30 days of Date: April 4,201 Date: 4 - 5/	PROJECT the return date. Attach a
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Travel charged to: In order to receive reimbur. copy of Meeting Notification Employee Signature: Approved: Not Approved: Leave Granted:	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando CENTER Let office within 30 days of Date: April 4,201 Date: 11 - 5/	PROJECT the return date. Attach a
Travel charged to: In order to receive reimbur. copy of Meeting Notification Employee Signature: Approved: Not Approved: Leave Granted: Not	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando CENTER Let office within 30 days of Date: April 4,201 Date: 11 - 5/ Date: Date:	PROJECT the return date. Attach a
Travel charged to: In order to receive reimbur. copy of Meeting Notification Employee Signature: Approved: Not Approved: Leave Granted: Not	FUND Sement for this leave, a travel was and/or Agenda	onference FUNCTION OBJECT	Orlando CENTER Let office within 30 days of Date: April 4,201 Date: 11 - 5/ Date: Date:	PROJECT the return date. Attach a



For Office Use Only
RUN #
Pay Type

		_	Reques	sted Dates
			From:	Time
			06/16/2019	8:00 am
Name Ebenson Michelin			To:	Time
VALUE OTE	Teacher		06/19/2019	8:00 pm
School/Department KWHS/CTE	Position		No. of Days: 4 days	3
	Type of Leave Reques	sted		
VACATION PERSONAL LEAVE *With (*Explanation: If this request is submitted holiday or recess period, an explanation of	less than five (5) days prior to the	Pay dates requested, after t	o Injury-In Line of Duty	a day before or after a
JURY DUTY MILIT	'ARY LEAVE	request up to twe	MEDICAL LEAVE- I lve weeks of unpaid leav ubmitted with leave requ	e. FML application must
EXTENDED SICK LEAVE - (Withou A Doctor's statement is required for any es		ILLNESS days	INJURY i	n the line of Duty
OTHER:	TEMPOR	ARY DUTY IN-CO		
			Matura of	eting
Explain			Nature of me	cuing
Explain TEMPORARY DUTY ELSEWHERE:	Nature of meeting		Location:	a
	Nature of meeting Certiport Conference			
	Certiport Conference	OBJECT	Location:	
TEMPORARY DUTY ELSEWHERE:	Certiport Conference D FUNCTION deave, a travel voucher must be suit	10.000	Location: Orlando -	FL PROJECT
Travel charged to: In order to receive reimbursement for this is	Certiport Conference D FUNCTION deave, a travel voucher must be suit	bmitted to the District o	Location: Orlando -	FL PROJECT
Travel charged to: In order to receive reimbursement for this copy of Meeting Notification and/or Agenda	Certiport Conference D FUNCTION deave, a travel voucher must be suit	bmitted to the District o	Location: Orlando - CENTER ffice within 30 days of ti	FL PROJECT
Travel charged to: In order to receive reimbursement for this is copy of Meeting Notification and/or Agenda	Certiport Conference D FUNCTION deave, a travel voucher must be suit	bmitted to the District o	Location: Orlando - CENTER ffice within 30 days of the content o	FL PROJECT
Travel charged to: In order to receive reimbursement for this is copy of Meeting Notification and/or Agenda Employee Signature: Approved: A	Certiport Conference D FUNCTION deave, a travel voucher must be suit	bmitted to the District o	Location: Orlando - CENTER ffice within 30 days of the content o	FL PROJECT
Travel charged to: In order to receive reimbursement for this is copy of Meeting Notification and/or Agenda Employee Signature: Approved: Approved: Not Approved: Leave	Certiport Conference D FUNCTION deave, a travel voucher must be suit	bmitted to the District o	Location: Orlando - CENTER ffice within 30 days of the content o	FL PROJECT
Travel charged to: In order to receive reimbursement for this is copy of Meeting Notification and/or Agenda Employee Signature: Approved: Approved: Not Approved: Leave Granted: Not	Certiport Conference D FUNCTION deave, a travel voucher must be suit	bmitted to the District o	Location: Orlando - CENTER ffice within 30 days of the content of	FL PROJECT



MCSD-HR011-Revised 08082013

Request for Leave Please Print or Type

For Office Use Only
RUN #
Pay Type

	Requested	Dates
	From:	Time
Name TBA	06/16/2019	8:00 am
Name	То:	Time
School/Department PKS Position Teacher	06/19/2019	8:00 pm
School/Department Position Position	No. of Days: 4 days	
Type of Leave Requested		
VACATION PERSONAL LEAVE *With Pay (*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after the holiday or recess period, an explanation of the circumstances must be provided on this form or on an analysis.	o Injury-In Line of Duty	ıy hefore or after a
request up to twe	MEDICAL LEAVE- Eligi lve weeks of unpaid leave. F ibmitted with leave request f	ML application must
EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS A Doctor's statement is required for any extended sick leave that exceeds 30 days	INJURY in th	e line of Duty
OTHER: TEMPORARY DUTY IN-CO	UNTY:	
T. 1 .		
Explain	Nature of meeting	g
Explain TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference	Nature of meeting Location: Orlando - FL	g
TEMPORARY DUTY ELSEWHERE: Nature of meeting	Location:	PROJECT
TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference	Location: Orlando - FL CENTER	PROJECT
TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference Travel charged to: FUND FUNCTION OBJECT In order to receive reimbursement for this leave, a travel voucher must be submitted to the District of copy of Meeting Notification and/or Agenda Employee Signature:	Location: Orlando - FL CENTER	PROJECT
TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference Travel charged to: FUND FUNCTION OBJECT In order to receive reimbursement for this leave, a travel voucher must be submitted to the District of copy of Meeting Notification and/or Agenda Employee Signature:	Location: Orlando - FL CENTER ffice within 30 days of the re	PROJECT
TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference Travel charged to: FUND FUNCTION OBJECT In order to receive reimbursement for this leave, a travel voucher must be submitted to the District of copy of Meeting Notification and/or Agenda Employee Signature: Approved:	Location: Orlando - FL CENTER Gice within 30 days of the re Date: Oate: 411019	PROJECT
Temporary Duty Elsewhere: Nature of meeting Certiport Conference Travel charged to: Fund Function Object In order to receive reimbursement for this leave, a travel voucher must be submitted to the District of copy of Meeting Notification and/or Agenda Employee Signature: Approved: Approved: Approved: Leave	Location: Orlando - FL CENTER ffice within 30 days of the re	PROJECT
Travel charged to: FUND FUNCTION OBJECT In order to receive reimbursement for this leave, a travel voucher must be submitted to the District of copy of Meeting Notification and/or Agenda Employee Signature: Approved: Not Approved: Leave Granted: Not	Location: Orlando - FL CENTER Gice within 30 days of the re Pate: Pate: 4/12/19	PROJECT



For Office	Use Only
RUN #_	
Pay Type_	

	Reques	ted Dates
	From:	Time
Name	06/16/2019	8:00 am
MICHE = RADA 6254	To:	Time
	06/19/2019	8:00 pm
School/Department Position Teacher	No. of Days: 4 days	
KEY LARGO SCHOOL 0291		
Type of Leave Requested		
VACATION	LEAVE	
MINISTER PROPERTY AND ADMINISTRATION OF THE PROPERT	LEAVE lated 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 a holiday or recess period an explanation of the circumstances must be provided on this form of	after the date requested or for ron an attached sheet)	a day hefore or after o
request up	ILY MEDICAL LEAVE- h to twelve weeks of unpaid leaved & submitted with leave requ	e. FML application must
EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS A Doctor's statement is required for any extended sick leave that exceeds 30 days	INJURY i	n the line of Duty
OTHER: TEMPORARY DUTY I	N-COUNTY: Nature of me	ectine
TEMPORARY DUTY ELSEWHERE: Nature of meeting Certiport Conference	Location: Orlando -	FL 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 Di- copy of Meeting Notification and/or Agenda	strict office within 30 days of t	the return date. Attach a
Employee Michele Bay	May	le 28,2019
Signature: William Day	Date: 70 (2000)	/
Approved: Land	Date:	
Not Approved:	Date:	
Granted: Theren Conforme	Date: Apr. 19,	2019
Not Granted:	Date:	

CERTIFIED 2019 | JUNE 17 - 19

ANNUAL CERTIPORT EDUCATOR CONFERENCE

ORLANDO, FLORIDA

Pricing

Register (http://www.cvent.com/d/2gqbkj/4W)

Register today to begin your CERTIFIED 2019 experience—and take advantage of our largest promotions and discounts:

Early Bird Pricing:

If you register by April 15, you will receive \$100 off the price of the full conference pass.

Group Discount:

Groups of 5 or more will receive an additional 10% discount.

What does the conference fee include?

Please refer to the table on the right for conference fee inclusions.

PLEASE NOTE: Conference fees do not include hotel or travel. Certiport has negotiated an exclusive \$159/night hotel rate at the Hilton Orlando Lake Buena Vista. To receive the discounted rate, you must book your room through the CERTIFIED 2019 Hotel registration site.

*Tax not included



- Admission to all sessions
- Admission to all networking events
- Admission to all conference meals.
- Conference materials and promo items
 - Discounted hotel room rates

\$695 Regular Pricing

- · Admission to all sessions
- Admission to all networking events
- Admission to all conference meals
- Conference materials and promo items
 - Discounted hotel room rates

Croup Dissount

- Groups of 5 or more will receive an additional 10% discount
 - Discount will be applied at time of registration
- Groups must register all attendees under the same account using the conference registration system.
 - For more information about group discounts please email

The Adobe Certified Associate and Microsoft Office Specialist U.S. National Championship

Experience the power of the certification at the Adobe and Microsoft Office Specialist U.S.

National Championship. As a CERTIFIED 2019 attendee, you'll have the opportunity to experience the excitement and competition of both the Microsoft Office Specialist U.S. National Championship—a nationwide competition that tests top students' on their Microsoft Office Word, Excel, and PowerPoint skills, and the Adobe Certified Associate U.S. National Championship—a national competition that tests students' design skills using Adobe Photoshop, Illustrator and InDesign. This includes attending the exclusive awards ceremony and watching each states' champions compete for gold and a chance to represent the U.S. at the 2019 World Championship in New York City.

Learn more about being a sponsor

OUR 2019 SPONSORS

AGENDA



8:00 am - 5:00 pm

Certification and Practice Test Labs Open

12:00 noon - 1:30 pm

Lunch

3:30 pm - 4:30 pm

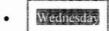
Focus Groups

6:30 pm - 9:00 pm

Networking Reception and Exhibits



7:00 am - 8:45 am	Networking Breakfast and Exhibits
10:30 am – 11:00 am	Break
12:00 noon - 1:30 pm	Networking Lunch and Exhibits
3:00 pm - 3:30 pm	Break
4:30 pm – 5:30 pm	Free Time / Ask the Experts



9:30 am - 10:30 am

Breakout Sessions

11:00 am - 12:00 pm

Closing General Session - Clint Pulver



MCSD-HR011-Revised 08082013

Request for Leave Please Print or Type

For Office Use Only
RUN #
Pay Type

	Requested Dates
	From: Time
	06/17/2019 5:00 am
Name Margret Kirkley	To: Time
Koul arga Sahasi	06/21/2019 6:00 pm
School/Department Key Largo School Position Literacy Coach	No. of Days: 5
Type of Leave Requested	
VACATION SICK LEAN Related PERSONAL LEAVE *With Pay Without Pay (*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after holiday or recess period, an explanation of the circumstances must be provided on this form or on the circumstances.	to Injury-In Line of Duty the date requested or for a day before or after a
request up to tw	MEDICAL LEAVE- Eligible employees may elve weeks of unpaid leave. FML application must submitted with leave request from.
EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS A Doctor's statement is required for any extended sick leave that exceeds 30 days	INJURY in the line of Duty
OTHER: TEMPORARY DUTY IN-CO	OUNTY: Nature of meeting
TEMPORARY DUTY ELSEWHERE: Nature of meeting Orton Gillingham Training for older students	Location: Miami, 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 copy of Meeting Notification and/or Agenda	7004 office within 30 days of the return date. Attach a
copy of intering recongression and or regerman	
Employee Signature: Margret Kirkley Digitally signed by Margret Kirkley Date: 2019.04.09 11:27:02 -04'00'	Date:
Employee Signature: Margret Kirkley Digitally signed by Margret Kirkley Date: 2019.04.09 11:27:02 -04'00' Date: 2019.04.09	Date:
Employee Signature: Margret Kirkley Date: 2019.04.09 11:27:02 -04'00' Date: 2019.04.09 11:38:51 -04'00' Not	Date:
Employee Signature: Approved: Not Approved: Digitally signed by Margret Kirkley Date: 2019.04.09 11:27:02 -04'00' Date: 2019.04.09 11:38:51 -04'00'	Date:
Employee Signature: Margret Kirkley Digitally signed by Margret Kirkley Date: 2019.04.09 11:27:02 -04'00' Date: 2019.04.09 11:38:51 -04'00' Not Approved: Leave Granted: Alexen Conference Not	Date:



For Office Use Only
RUN #
Pay Type

		Rec	uested Dates
		From:	Time
Carab Adama Martan		06/16/2019	2:00 pm
Name Sarah Adams Morton		To:	Time
Teaching and Learn	ing Literacy Coordin	06/21/2019	8:00 pm
School/Department	Teaching and Learning Position Literacy Coordinator	No. of Days: 6	
	Type of Leave Requested		
(*Explanation: If this request is submitt holiday or recess period, an explanation			or for a day before or after a VE- Eligible employees may d leave. FML application must
EXTENDED SICK LEAVE - (With A Doctor's statement is required for an			RY in the line of Duty
OTHER: Explain	TEMPORARY	DUTY IN-COUNTY: Nature	of meeting
TEMPORARY DUTY ELSEWHEI	RE: Nature of meeting	Location:	
		Miom	; EI
	Orton Gillingham Training- for o	der students Man	ni, FL
Travel charged to:		OBJECT CENTER	
Travel charged to:	UND FUNCTION his leave, a travel voucher must be submitted	OBJECT CENTER	R PROJECT 7004
Iravel charged to: In order to receive reimbursement for the	UND FUNCTION his leave, a travel voucher must be submitted	OBJECT CENTER	R PROJECT 7004 es of the return date. Attach a
I ravel charged to: In order to receive reimbursement for the copy of Meeting Notification and/or Age Employee	UND FUNCTION his leave, a travel voucher must be submitted enda Date: 2019.04.09	OBJECT CENTER I to the District office within 30 day 04/08/20	R PROJECT 7004 es of the return date. Attach a
In order to receive reimbursement for the copy of Meeting Notification and/or Age Employee Signature:	UND FUNCTION his leave, a travel voucher must be submitted enda Date: 2019.04.09	OBJECT CENTER It to the District office within 30 day Date:	R PROJECT 7004 es of the return date. Attach a
In order to receive reimbursement for the copy of Meeting Notification and/or Age Employee Signature: Approved:	UND FUNCTION his leave, a travel voucher must be submitted enda Date: 2019.04.09	OBJECT CENTER It to the District office within 30 day O4/08/20 Date: Date:	R PROJECT 7004 es of the return date. Attach a
In order to receive reimbursement for the copy of Meeting Notification and/or Age Employee Signature: Approved: Not Approved: Leave	UND FUNCTION his leave, a travel voucher must be submitted enda Date: 2019.04.09	OBJECT CENTER It to the District office within 30 day O4/08/20 Date: Date:	R PROJECT 7004 es of the return date. Attach a
In order to receive reimbursement for the copy of Meeting Notification and/or Age Employee Signature: Approved: Not Approved: Leave Granted: Not	UND FUNCTION his leave, a travel voucher must be submitted enda Date: 2019.04.09	OBJECT CENTER It to the District office within 30 day O4/08/20 Date: Date: Date:	R PROJECT 7004 es of the return date. Attach a

IMSE Intermediate Orton-Gillingham Training (30 hours)

The IMSE Intermediate training provides participants with an understanding of IMSE's Orton-Gillingham methodology specifically designed for upper elementary or older students who require foundational reading skills and continue to struggle in literacy development. Participants will learn how to teach advanced spelling rules, encoding/decoding with seven syllable types, morphology, and vocabulary. This course offers more of an in-depth study on orthography (advanced spelling rules) and morphology (affixes, Greek/Latin bases) for struggling students, but will include some phonics as well. This approach can be incorporated into an already existing literacy program. *See note below about overlap between the Comprehensive and Intermediate courses.

The Intermediate course is primarily geared towards upper elementary aged students and/or students who lack a basic knowledge of orthography, morphology, and vocabulary. This course is applicable for all three tiers of RTI. Therefore, the course is for:

- 3-5 General Education
- 3-12 Special Education, Remedial, Tutors
- ELL Educators
- Speech Language Therapists who want to expand their knowledge in literacy
- Adult Literacy Educators
- Anyone else who wants to expand their knowledge in orthography and morphology

Participants will learn:

- Higher level spelling rules
- Syllabication patterns for encoding and decoding
- Assessment
- Morphology- affixes, Latin and Greek bases
- Vocabulary
- Guidelines for weekly lesson plans

Materials Provided:

- IMSE Intermediate Training Manual
- Unlocking Literacy by Marcia Henry
- Vocabulary Handbook by Diamond and Guttlohn
- IMSE Encoding and Decoding Teacher Guide and Student Workbook
- How to Teach Spelling by Rudginsky and Haskell
- IMSE Morphology Card Pack
- 3 week trial of IOG (available for purchase after trial)

IMSE OG Weekly:

In addition to the above materials, participants who complete the training will automatically be eligible to receive OG Weekly, IMSE's weekly email support system, designed to provide continued guidance after the completion of your training.



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RUN #
Pay Type

	Requested Dates
Henriquez, Mike	June 18th From: Time:
Name	June 20 th
Alternative Education Centers Coordinator	TO: Time:
School/Department Position	Number of Working Days: 2Days
Type of Leave Requ	uested
VACATION (Please Circle One)	SICK LEAVE
PERSONAL LEAVE - *With Pay Without Pay (*Explanation: If this request is submitted less than five (5) days prior to the dates re or recess period, an explanation of the circumstances must be provided on this form	
JURY DUTY MILITARY LEAVE Shall not exceed 17 working days	FAMILY MEDICAL LEAVE Eligible employees may request up to twelve weeks of unpaid leave. FML application must be completed and 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 c	LLNESSINJURY in the line of duty.
OTHER: Explain	Related to Illness-In-Line of Duty
TEMPORARY DUTY ELSEWHERE: Nature of ISRD Prin	ncipal's Summer Institute! Location Orlando, FL
0110-6300.0300.0294 In order to receive reimbursement for this leave a travel voucher must be date. Attach a copy of Meeting Notification and/or Agenda.	.0001 submitted to the District Office within 30 days of the return
Signature of Employee: Whichalf. Kenngu	Date:
Approved: Principal/Director	Date:
Not Approved: Principal/Director	Date:
Leave Granted: Superintendent	Date:
Not Granted: Superintendent	Date
MCSD-HR011-01/31/2006	

Ayesha Osborne

From:

Mike Henriquez

Sent:

Thursday, March 7, 2019 9:16 AM

To:

Ayesha Osborne

Subject:

FW: Attend ISRD Principal's Summer Institute

Follow Up Flag:

Follow up

Flag Status:

Flagged

Avesha,

This is the location of the Summer Institute. Fran made a reservation and we needed to change it to your card. We'll also need to send in a TDE for board approval. All expenses will be re-imburseable by ISRD.

Michael J. Henriquez Coordinator of Alternative Education Monroe County School District 305-293-1549 ext. 54444

From: Institute for Small and Rural Districts <schmitgesa@nefec.ccsend.com> On Behalf Of Institute for Small and Rural

Districts

Sent: Wednesday, March 6, 2019 2:51 PM

To: Mike Henriquez < Mike. Henriquez@KeysSchools.com>

Subject: Attend ISRD Principal's Summer Institute

ISRD Principal's Summer Institute

When

Dear Michael,

Tuesday, June 18, 2019 at 1:00

PM EDT

You are invited to attend the ISRD Principal's Summer

Institute!

Wednesday, June 19, 2019 at

1:00 PM EDT

Add to Calendar

Click the link below to register.

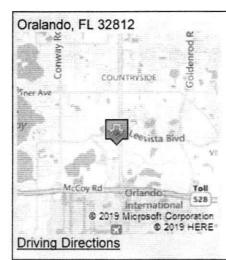
Where

DoubleTree by Hilton Orlando

Airport Hotel

5555 Hazeltine National Drive

Register Now!



Please join us at the DoubleTree by Hilton Orlando Airport Hotel. Please <u>CLICK HERE</u> to reserve your room for this event!

We appreciate your interest in this event and look forward to seeing you there!

Sincerely,

Alice Schmitges
Institute for Small and Rural Districts
schmitgesa@nefec.org
386-329-3894

Institute for Small and Rural Districts, 3841 Reid Street, Palatka, FL 32177

SafeUnsubscribe™ mike.henriquez@keysschools.com
Update Profile | About our service provider
Sent by schmitgesa@nefec.org in collaboration with



Try it free today

Good Afternoon.

We are excited that you have registered to attend the ISRD Principal's Summer Institute in Orlando on June 18" and 19th. Please click HERE to make your hotel reservation. As a reminder, the institute begins at 1:00 pm EST on 6/18/19 and ends at 1:00 pm EST on 6/19/19, so please book your room accordingly. You will be required to provide credit card information in order to reserve your room; this card will not be charged a deposit (this card will only be charged in the instance of a no show). At check-in, your room and self-parking costs will be charged to ISRD's master account (valet parking will be charged as an incidental). The hotel staff will require that a card be presented at check-in to cover possible incidental expenses. A hold of \$25 per day will be placed on this card at check-in and will be released at check-out. I confirmed with the hotel that this hold will not show as an actual charge/refund, so a receipt will not be required for those using a district purchase card.

Please contact me with any questions or concerns.

Thank you,

Amber Keene
Administrative Assistant
3841 Reid Street
Palatka, Fl. 32177
386-329-3894
keenea@NEFEC.org



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Pay Type

Requested Dates

		From:	Time
		06/24/2019	7:00 am
Na	me Michael Michaud	To:	Time
		06/26/2019	4:00 pm
Scl	hool/Department Student Information Services Position Cooridinator SIS	No. of Days: 3	7
	Type of Leave Requested		
	VACATION SICK LE	AVE	
H	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 holiday or recess period, an explanation of the circumstances must be provided on this form or on		a day before or after a
	JURY DUTY MILITARY LEAVE FAMILY	MEDICAL LEAVE- E	ligible employees may
	request up to tw	velve weeks of unpaid leave submitted with leave reque	. FML application must
	EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS	INJURY is	the line of Duty
	A Doctor's statement is required for any extended sick leave that exceeds 30 days	_	
	OTHER: TEMPORARY DUTY IN-C		
	Explain	Nature of me	eting
	TEMPORARY DUTY ELSEWHERE: Nature of meeting	Location:	
	FAMIS Conference	Orlando	
	FUND FUNCTION OBJECT	CENTER	PROJECT
	Travel charged to:		
	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District	office within 30 days of th	e return date. Attach a
	Travel charged to:	t office within 30 days of th	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District	office within 30 days of the O6/24/2019 Date:	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Michael Michaud Michaud	06/24/2019	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Digitally signed by Michael Michael Michael Date: 2019.02.20 08:58:20 -05'00'	Date: 06/24/2019	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Michael Michaud Date: 2019.02.20 08:58:20 -05'00' Approved: Not	Date: 06/24/2019	e return date. Attach a
	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District 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' Approved: Not Approved: Leave	Date: Date:	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District 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' Approved: Not Approved: Leave Granted: Not	Date: Date: Date:	e return date. Attach a
	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District 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' Approved: Not Approved: Leave Granted: Not	Date: Date: Date:	e return date. Attach a



For Office Use Only
RUN #
Pay Type

Requested Dates

		Fron	11.	Time
		06/	24/2019	7:30 am
Name Tariel Moran		To:		Time
	2		26/2019	4:30 pm
School/Department SIS	Position Programmer/	100 100 100 100 100 100 100 100 100 100	of Days: 3	
	Type of Leave Requeste	d		
VACATION		SICK LEAVE		
PERSONAL LEAVE *Wit	th Pay Without Pay	The state of the s	y-In Line of Duty	
(*Explanation: If this request is submitted holiday or recess period, an explanation of	l less than five (5) days prior to the da	tes requested, after the day		a day before or after a
JURY DUTY MILI	TARY LEAVE			Eligible employees may ve. FML application must
		be completed & submitted		
EXTENDED SICK LEAVE - (Witho A Doctor's statement is required for any		ILLNESS ys	INJURY i	n the line of Duty
OTHER:	TEMPORA	RY DUTY IN-COUNT	Y:	
Explain			Nature of me	eeting
TEMPORARY DUTY ELSEWHER	E: Nature of meeting	Lo	ocation:	
	2019 FAMIS Conference		Orlando,	Florida
Travel charged to:	ND FUNCTION	ОВЈЕСТ	CENTER	PROJECT
In order to receive reimbursement for this	s leave, a travel voucher must be subm	itted to the District office	within 30 days of t	he return date. Attach a
copy of Meeting Notification and/or Agen		-		
Employee Toriol NA	Digitally signed by Tariel Moran DN: cn=Tariel Moran, o=Monroe County So	chool District,		
Employee Signature: Tariel Mo	ou=SIS Department, email=Tariel.Moran@keysschools.com, c=l Date: 2019.04.08 12:13:14 -04'00'	Date:		
	DI-11-11 -1 11 11 1	NAME OF THE PARTY		
Approved: Michael Mic		Date:	04/08/2019	
Approved: Michael Mic Not Approved:	haud Michaud Date: 2019.04.08 12:19:3	Date:	04/08/2019	
Not	haud Michaud	Date:	04/08/2019	
Not Approved: Leave	haud Michaud	Date: Date:	04/08/2019	
Not Approved: Leave Granted:	haud Michaud	Date: Date: Date:	04/08/2019	
Not Approved: Leave Granted:	haud Michaud	Date: Date: Date:	04/08/2019	

FAMIS Conference 2019

This Agenda is still in DRAFT Status Please scroll to the bottom for the "Printer Friendly" option

endors		
9:00 AM - 11:30 AM	Vendor Hall Setup	
	Vendor Hall setup starts at 9am. Vendors MUST be fully set up by 11:30am	
11:30 AM - 5:00 PM	Vendor Hall	
	Vendor Hall open from 11:30am - 5pm Monday ****Reception to follow from 5:30 - 7:30pm. Everyone should plan to attend!	
arning Session		
12:00 PM - 12:30 PM	Opening Session TBA	
	Opening Session for FAMIS 2019	
12:45 PM - 5:15 PM	Break Out sessions (Monday Afternoon)	
	Break out Sessions provided by DOE, District Staff & Vendors	
od and Beverages		
2:50 PM - 3:05 PM	Monday Afternoon Break- Snack Provided Vendor Hall	
	Snacks and Beverages will be provided in the Vendor Area.	
ize Sessions		
5:30 PM - 7:30 PM	Monday Night District & Vendor Networking Social Vendor Hall	
	An opportunity for district staff members to network together and socialize with one another. In addition this is a time for vendors representatives to talk to district staff members in an informal setting. Finger foods, water, sodas, and tea provided. Additional beverages available for purchase. Back by popular demand vendor bingo!! You can't win if you don't play.	
Tuesday, June 25, 2019		
od and Beverages		
7:00 AM - 8:00 AM	Tuesday Morning Continental Breakfast Coffee, juice, fruit, and various pastries will be available for FAMIS attendees, free of charge.	
	Conce, Juice, Iruit, and various pastries will be available for PAPIS attenuees, free or charge.	
arning Session		
8:00 AM - 12:00 PM	Break out sessions (Tuesday Morning)	
	Break out Sessions provided by DOE, District Staff & Vendors	
8:00 AM - 12:00 PM	DOE Open Lab 8:00am to 12:00pm TBA	
	The DOE will be offering an open lab at the conference to address any district specific questions you have. You can drop in anytime the lab is open (see agenda). If you have elected to stop by the DOE lab, please list the topic or specific question you would like to discuss below. Providing this information will help them staff the lab accordingly.	
ndors		
8:00 AM - 5:00 PM	Vendor Hall - Tuesday	
	Vendor Hall opens Tuesday at 8am. Vendor hall remains open till 5pm. Vendors are	

8/2019	FAMIS Conference 2019 - Agenda Online Registration by Cvent	
12:15 PM - 1:15 PM	Tuesday Lunch Provided by FAMIS	•
10000000	FAMIS will be offering lunch as part of the conference. Please RSVP if you are interested in eating lunch on us.	
Learning Session		
1:20 PM - 5:00 PM	Break Out Session (Tuesday Afternoon)	•
	Break out Sessions provided by DOE, District Staff & Vendors	
1:20 PM - 4:00 PM	DOE Open Lab 1:20pm to 4:00PM TBA	•
	The DOE will be offering an open lab at the conference to address any district specific	
	questions you have. You can drop in anytime the lab is open (see agenda). If you have	
	elected to stop by the DOE lab , please list the topic or specific question you would like to discuss below. Providing this information will help them staff the lab accordingly.	
Food and Beverages		
3:25 PM - 3:35 PM	Tuesday Afternoon Break- Snack Provided Vendor Hall	
	Snacks and Beverages will be provided in the Vendor Area.	
Food and Beverages 7:00 AM - 8:00 AM	Wednesday Morning Continental Breakfast	•
	Coffee, juice, fruit, and various pastries will be available for FAMIS attendees, free of charge.	
Learning Session		
8:00 AM - 12:00 PM	Break Out Sessions (Wednesday Morning)	•
Vendors		
8:00 AM - 12:00 PM	Vendor Hall - Wednesday	
	Vendor Hall opens Wednesday at 8am. Vendor hall remains open till noon. Wednesday is	
	optional for vendors. However most attendees stick around for the prizes at noon, so this is a good time to visit with attendees.	
Prize Sessions		
12:00 PM - 1:00 PM	Closing Session Prizes/Lunch (Wednesday) TBA	•



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RUN #
Pay Type

Requested Dates

		From:	Time
		06/24/2019	7:00 am
Na	me Michael Michaud	To:	Time
		06/26/2019	4:00 pm
Scl	hool/Department Student Information Services Position Cooridinator SIS	No. of Days: 3	7
	Type of Leave Requested		
	VACATION SICK LE	AVE	
H	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 holiday or recess period, an explanation of the circumstances must be provided on this form or on		a day before or after a
	JURY DUTY MILITARY LEAVE FAMILY	MEDICAL LEAVE- E	ligible employees may
	request up to tw	velve weeks of unpaid leave submitted with leave reque	. FML application must
	EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS	INJURY is	the line of Duty
	A Doctor's statement is required for any extended sick leave that exceeds 30 days	_	
	OTHER: TEMPORARY DUTY IN-C		
	Explain	Nature of me	eting
	TEMPORARY DUTY ELSEWHERE: Nature of meeting	Location:	
	FAMIS Conference	Orlando	
	FUND FUNCTION OBJECT	CENTER	PROJECT
	Travel charged to:		
	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District	office within 30 days of th	e return date. Attach a
	Travel charged to:	t office within 30 days of th	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District	office within 30 days of the O6/24/2019 Date:	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Michael Michaud Michaud	06/24/2019	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Digitally signed by Michael Michael Michael Date: 2019.02.20 08:58:20 -05'00'	Date: 06/24/2019	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District copy of Meeting Notification and/or Agenda Employee Signature: Michael Michaud Date: 2019.02.20 08:58:20 -05'00' Approved: Not	Date: 06/24/2019	e return date. Attach a
	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District 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' Approved: Not Approved: Leave	Date: Date:	e return date. Attach a
_	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District 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' Approved: Not Approved: Leave Granted: Not	Date: Date: Date:	e return date. Attach a
	In order to receive reimbursement for this leave, a travel voucher must be submitted to the District 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' Approved: Not Approved: Leave Granted: Not	Date: Date: Date:	e return date. Attach a



MCSD-HR011-Revised 08082013

Request for Leave Please Print or Type

For O	ffice Use Only
RUN	#
Pay T	ype

	Reques	ted Dates
	From:	Time
	07/21/2019	12:00 pm
Tisa Lall	To:	Time
Name TISA Lan	07/26/2019	10:00 pm
School/Department Stanley Switlik Elementary Position Teacher	No. of Days: 6	
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 request holiday or recess period, an explanation of the circumstances must be provided on this form	AMILY MEDICAL LEAVE-	Eligible employees may
[JUKI DUII	at up to twelve weeks of unpaid lead upleted & submitted with leave req	ve. FML application must uest from.
EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNES A Doctor's statement is required for any extended sick leave that exceeds 30 days	D DITIEN	in the line of Duty
TEMPORARY DUT	TY IN-COUNTY:	agating
OTHER: Explain	Nature of r	neeting
Explain		
TEMPORARY DUTY ELSEWHERE: Nature of meeting Summer Science Symposium	Location: Wellingt	on, Florida
TEMPORARY DUTY ELSEWHERE: Nature of meeting Summer Science Symposium FUND FUNCTION OBJET 110 5100 3300 In order to receive reimbursement for this leave, a travel voucher must be submitted to the	Wellingt ECT CENTER	PROJECT 7018
TEMPORARY DUTY ELSEWHERE: Nature of meeting Summer Science Symposium Travel charged to: FUND FUNCTION OBJE 110 5100 330 In order to receive reimbursement for this leave, a travel voucher must be submitted to the copy of Meeting Notification and/or Agenda Employee Signature:	Wellingt ECT CENTER 9015 the District office within 30 days of	PROJECT 7018 f the return date. Attach a
TEMPORARY DUTY ELSEWHERE: Nature of meeting Summer Science Symposium FUND FUNCTION OBJET 110 5100 330 In order to receive reimbursement for this leave, a travel voucher must be submitted to the copy of Meeting Notification and/or Agenda Employee	Wellingt ECT CENTER	PROJECT 7018 f the return date. Attach a
TEMPORARY DUTY ELSEWHERE: Nature of meeting Summer Science Symposium Travel charged to: FUND FUNCTION OBJE 110 5100 330 In order to receive reimbursement for this leave, a travel voucher must be submitted to the copy of Meeting Notification and/or Agenda Employee Signature: Approved: Not Approved:	Wellingt ECT CENTER 9015 the District office within 30 days of Date: 4//0/ Date: 4//0/	PROJECT 7018 f the return date. Attach a
TEMPORARY DUTY ELSEWHERE: Nature of meeting Summer Science Symposium Travel charged to: FUND FUNCTION OBJE 110 5100 330 In order to receive reimbursement for this leave, a travel voucher must be submitted to the copy of Meeting Notification and/or Agenda Employee Signature: Approved: Not Approved:	Date: Wellingt CENTER 9015 he District office within 30 days of Date: 4//0/ Date: 4//0/	PROJECT 7018 f the return date. Attach a
TEMPORARY DUTY ELSEWHERE: Nature of meeting Summer Science Symposium Travel charged to: FUND FUNCTION OBJE 110 5100 330 In order to receive reimbursement for this leave, a travel voucher must be submitted to the copy of Meeting Notification and/or Agenda Employee Signature: Approved: Not Not Not Not Not	Date: 4/11/2	PROJECT 7018 f the return date. Attach a

FAMIS Conference 2019

This Agenda is still in DRAFT Status Please scroll to the bottom for the "Printer Friendly" option

endors		
9:00 AM - 11:30 AM	Vendor Hall Setup	
	Vendor Hall setup starts at 9am. Vendors MUST be fully set up by 11:30am	
11:30 AM - 5:00 PM	Vendor Hall	
	Vendor Hall open from 11:30am - 5pm Monday ****Reception to follow from 5:30 - 7:30pm. Everyone should plan to attend!	
arning Session		
12:00 PM - 12:30 PM	Opening Session TBA	
	Opening Session for FAMIS 2019	
12:45 PM - 5:15 PM	Break Out sessions (Monday Afternoon)	
	Break out Sessions provided by DOE, District Staff & Vendors	
od and Beverages		
2:50 PM - 3:05 PM	Monday Afternoon Break- Snack Provided Vendor Hall	
	Snacks and Beverages will be provided in the Vendor Area.	
ize Sessions		
5:30 PM - 7:30 PM	Monday Night District & Vendor Networking Social Vendor Hall	
	An opportunity for district staff members to network together and socialize with one another. In addition this is a time for vendors representatives to talk to district staff members in an informal setting. Finger foods, water, sodas, and tea provided. Additional beverages available for purchase. Back by popular demand vendor bingo!! You can't win if you don't play.	
Tuesday, June 25, 2019		
od and Beverages		
7:00 AM - 8:00 AM	Tuesday Morning Continental Breakfast Coffee, juice, fruit, and various pastries will be available for FAMIS attendees, free of charge.	
	Conce, Juice, Iruit, and various pastries will be available for PAPIS attenuees, free or charge.	
arning Session		
8:00 AM - 12:00 PM	Break out sessions (Tuesday Morning)	
	Break out Sessions provided by DOE, District Staff & Vendors	
8:00 AM - 12:00 PM	DOE Open Lab 8:00am to 12:00pm TBA	
	The DOE will be offering an open lab at the conference to address any district specific questions you have. You can drop in anytime the lab is open (see agenda). If you have elected to stop by the DOE lab, please list the topic or specific question you would like to discuss below. Providing this information will help them staff the lab accordingly.	
ndors		
8:00 AM - 5:00 PM	Vendor Hall - Tuesday	
	Vendor Hall opens Tuesday at 8am. Vendor hall remains open till 5pm. Vendors are	

8/2019	FAMIS Conference 2019 - Agenda Online Registration by Cvent	
12:15 PM - 1:15 PM	Tuesday Lunch Provided by FAMIS	•
10000000	FAMIS will be offering lunch as part of the conference. Please RSVP if you are interested in eating lunch on us.	
Learning Session		
1:20 PM - 5:00 PM	Break Out Session (Tuesday Afternoon)	•
	Break out Sessions provided by DOE, District Staff & Vendors	
1:20 PM - 4:00 PM	DOE Open Lab 1:20pm to 4:00PM TBA	•
	The DOE will be offering an open lab at the conference to address any district specific	
	questions you have. You can drop in anytime the lab is open (see agenda). If you have	
	elected to stop by the DOE lab , please list the topic or specific question you would like to discuss below. Providing this information will help them staff the lab accordingly.	
Food and Beverages		
3:25 PM - 3:35 PM	Tuesday Afternoon Break- Snack Provided Vendor Hall	
	Snacks and Beverages will be provided in the Vendor Area.	
Food and Beverages 7:00 AM - 8:00 AM	Wednesday Morning Continental Breakfast	•
	Coffee, juice, fruit, and various pastries will be available for FAMIS attendees, free of charge.	
Learning Session		
8:00 AM - 12:00 PM	Break Out Sessions (Wednesday Morning)	•
Vendors		
8:00 AM - 12:00 PM	Vendor Hall - Wednesday	
	Vendor Hall opens Wednesday at 8am. Vendor hall remains open till noon. Wednesday is	
	optional for vendors. However most attendees stick around for the prizes at noon, so this is a good time to visit with attendees.	
Prize Sessions		
12:00 PM - 1:00 PM	Closing Session Prizes/Lunch (Wednesday) TBA	•



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Pay Type

Requested Dates

		Fron	11.	Time
		06/	24/2019	7:30 am
Name Tariel Moran		To:		Time
	2		26/2019	4:30 pm
School/Department SIS	Position Programmer/		of Days: 3	
	Type of Leave Requeste	d		
VACATION		SICK LEAVE		
PERSONAL LEAVE *Wit	th Pay Without Pay	The state of the s	y-In Line of Duty	
(*Explanation: If this request is submitted holiday or recess period, an explanation of	l less than five (5) days prior to the da	tes requested, after the day		a day before or after a
JURY DUTY MILI	TARY LEAVE			Eligible employees may ve. FML application must
		be completed & submitted		
EXTENDED SICK LEAVE - (Witho A Doctor's statement is required for any		ILLNESS ys	INJURY i	n the line of Duty
OTHER:	TEMPORA	RY DUTY IN-COUNT	Y:	
Explain			Nature of me	eeting
TEMPORARY DUTY ELSEWHER	E: Nature of meeting	Lo	ocation:	
	2019 FAMIS Conference		Orlando,	Florida
Travel charged to:	ND FUNCTION	ОВЈЕСТ	CENTER	PROJECT
In order to receive reimbursement for this	s leave, a travel voucher must be subm	itted to the District office	within 30 days of t	he return date. Attach a
copy of Meeting Notification and/or Agen		-		
Employee Toriol NA	Digitally signed by Tariel Moran DN: cn=Tariel Moran, o=Monroe County So	chool District,		
Employee Signature: Tariel Mo	ou=SIS Department, email=Tariel.Moran@keysschools.com, c=l Date: 2019.04.08 12:13:14 -04'00'	Date:		
	DI-11-11 -1 11 11 1	NAME OF THE PARTY		
Approved: Michael Mic		Date:	04/08/2019	
Approved: Michael Mic Not Approved:	haud Michaud Date: 2019.04.08 12:19:3	Date:	04/08/2019	
Not	haud Michaud	Date:	04/08/2019	
Not Approved: Leave	haud Michaud	Date: Date:	04/08/2019	
Not Approved: Leave Granted:	haud Michaud	Date: Date: Date:	04/08/2019	
Not Approved: Leave Granted:	haud Michaud	Date: Date: Date:	04/08/2019	



For O	office Use Only
RUN	#
Pay T	ype

			Request	ed Dates
			From:	Time
TBA			07/21/2019	12:00 pm
Name IDA			To:	Time
	Taraba		07/26/2019	10:00 pm
School/Department	Position Teacher		No. of Days: 6	
	Type of Leave Requ	ested		
VACATION		SICK LEA	AVE	
(*Explanation: If this request is subm	With Pay Without whitted less than five (5) days prior to the tion of the circumstances must be provided.	t Pay he dates requested, after i	to Injury-In Line of Duty the date requested or for a an attached sheet)	day before or after a
JURY DUTY	MILITARY LEAVE	request up to twe	MEDICAL LEAVE- Elvelve weeks of unpaid leave ubmitted with leave reques	. FML application must
EXTENDED SICK LEAVE - (WA Doctor's statement is required for	Tithout Pay) Related to: any extended sick leave that exceeds 3	ILLNESS 30 days	INJURY in	the line of Duty
OTHER: Explain	TEMPO	DRARY DUTY IN-CO	OUNTY: Nature of mee	ting
TEMPORARY DUTY ELSEWH	ERE: Nature of meeting		Location:	
	Summer Science Sympo	sium- Middle School		, Florida
Travel charged to:	FUND FUNCTION	OBJECT	CENTER	PROJECT
	110 5100 r this leave, a travel voucher must be s Agenda	330 submitted to the District o	9015 Office within 30 days of the	7018 e return date. Attach a
Employee				
Signature:			Date:	
Approved: Melissa Als	Digitally signed by M Alsobrooks Date: 2019.04.11 15	I	Date: 04/11/2019	
Not Approved:	Date. 2019.04.11 13		Date:	
			Date: 4/12/2019	
Granted: Chares Ch	7	I	Date: / /	
Not Granted:		I	Date:	

Melissa Alsobrooks

From: Barber, Glenna < Glenna.Barber@fldoe.org >

Sent: Monday, April 8, 2019 5:18 PM
Cc: Mead, Rebecca; Duncan, Patricia

Subject: Summer Science STEMposium Registration Information

Attachments: District Participants by region Symposium 2019 Worksheet.pdf

Good Afternoon,

Last year the Florida Department of Education provided a Summer Science Symposium focusing on standards-based lessons and aligned activities. Teachers across the state were invited to participate in one of three regions. Last year's attendees returned to their districts with a wealth of inspiring lessons focused on key standards for the courses and the subsequent annual assessment.

Preparations are underway for another Summer Science experience for elementary, middle, and high science teachers in the form of a STEMposium. This year, in addition to engaging, standards-aligned lessons and activities, there will be breakout sessions focused on STEM education and careers. Another addition to the program is the introduction of year 2 for those teachers in attendance last year. It is designed to build on year 1 and enhance each teacher's knowledge base.

The district will receive an allotment for:

- New participants for year 1
- · Last year's participants for year 2

Our state has been divided into three regions. The location and dates for each location is found in the table below:

Region	Location	Dates
North	Lawton Chiles High School 7200 Lawton Chiles Lane Tallahassee, FL	July 8 th – 11 th
Central	Middleton High School 4801 N. 22 nd Street Tampa, FL	July 15 th – 19 th
South	Palm Beach Central High School 8499 W. Forrest Hill Blvd. Wellington, FL	July 22 nd – 26 th

This project is made possible by a partnership between Title IV-Part A and the STEM Department in the Bureau of Standards and Instructional Support of the Florida Department of Education. The funding provided by Title IV-Part A has provided payment for district science leaders to develop, review and facilitate this professional development activity. On April 15th, you will receive an email with a link to our registration site and the password specific to each district. There will be password-protected registration until April 30th for allotted participants. After that date, any open slots unfilled, will be open to all districts. There is a registration fee of \$75 for each participant which is not refundable but is transferrable. The registration fee does not include meals, mileage or accommodations. Participants are responsible for making their arrangements for lodging.

Sincerely,

Glenna Barber Secondary Science Specialist, Office of STEM Standards and Instructional Support Division of Public Schools Florida Department of Education

2019 Next Generation Summer Science Symposium Participant Allocation

Year 1

South Districts	Elementary	Middle Grades	Biology	Enrollment
Broward	10	10	3	270978
Charlotte	1	1	1	16009
Collier	2	2	2	47436
Desoto	1	1	1	4926
FAU Lab School	1	1	1	2561
FLVS	1	1	1	5308
Glades	1	1	1	1756
Hardee	1	1	1	5080
Hendry	1	1	1	7267
Highlands	1	1	1	12333
Lee	4	4	3	94417
Martin	1	1	1	18624
Miami-Dade	13	13	3	350456
Monroe	1	1	1	8579
Okeechobee	1	1	1	6484
Palm Beach	8	8	2	194186
St. Lucie	2	2	1	41418
Total Participants	50	50	25	1087818

^{*}The biology allocation for all districts is 25. One teacher per district may register until all positions are filled. If there are openings on April 30 districts will be able to register for additional slots.

2019 Next Generation Summer Science Symposium Participant Allocation

Year 2

South Districts	Elementary	Middle Grades	Biology	Enrollment
Broward	10	10	3	270978
Charlotte	1	1	1	16009
Collier	2	2	2	47436
Desoto	1	1	1	4926
FAU Lab School	1	1	1	2561
FLVS	1	1	1	5308
Glades	1	1	1	1756
Hardee	1	1	1	5080
Hendry	1	1	1	7267
Highlands	1	1	1	12333
Lee	4	4	3	94417
Martin	1	1	1	18624
Miami-Dade	13	13	3	350456
Monroe	1	1	1	8579
Okeechobee	1	1	1	6484
Palm Beach	8	8	2	194186
St. Lucie	2	2	1	41418
Total Participants	50	50	25	1087818

^{*}The biology allocation for all districts is 25. One teacher per district may register until all positions are filled. If there are openings on April 30 districts will be able to register for additional slots.



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RUN #	
Pay Type	

	Requested	Dates
	From:	Time
Name Melissa Hitchings	07/24/2019	8:00 am
Name Wenssa Fitterings	To:	Time
Horace O'Bryant K-5 STEM/Gifted	07/26/2019	5:00 pm
School/Department Position K-5 STEM/Gifted	No. of Days: 3	
Type of Leave Requested		
VACATION SICK LEA	AVE	
PERSONAL LEAVE *With Pay Without Pay (*Explanation: If this request is submitted less than five (5) days prior to the dates requested, after holiday or recess period, an explanation of the circumstances must be provided on this form or on a	to Injury-In Line of Duty the date requested or for a day an attached sheet)	before or after a
request up to two	MEDICAL LEAVE- Eligible Live weeks of unpaid leave. F.M. Submitted with leave request from	L application must
EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNESS A Doctor's statement is required for any extended sick leave that exceeds 30 days	INJURY in the	line of Duty
OTHER: TEMPORARY DUTY IN-CO		
Explain	Nature of meeting	
TEMPORARY DUTY ELSEWHERE: Nature of meeting Project Lead the Way Teacher Training for S	Location: TEl Charlotte NC	3 = 1
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 copy of Meeting Notification and/or Agenda	office within 30 days of the ret	urn date. Attach a
Am A	Date: 4/3/	19
, and a second s	Date: 4-3-19	Ľ
Not Approved:	Date:	
Leave Granted: A lever Cyf	Date: 4/11/2019	
Not	Date:	
MCSD-HR011-Revised 08082013		

PLTW PLTW Launch Classroom Teacher Training: Core Training Opportunities

Course Description

Develop the conceptual and instructional understanding you'll need to facilitate PLTW Launch interdisciplinary student learning that develops problem-solving, critical and creating thinking, communication, and collaboration.

Course Cancellation Policy

You can cancel your training registration with no penalty up to 21 days prior to the first scheduled day of training.

You can make participant substitutions up to the day of the event if participants come prepared with the necessary technology and complete all prerequisite assignments. We may not be able to accommodate requests for housing substitutions. Once training has started, you cannot make substitutions.

Cancellations made within 21 days of the event incur the full training fee as well as any on-campus housing and parking purchases made for in-person Core Training. If you do not cancel, make a timely substitution, or do not attend, you are responsible for full payment of the training fee. We cannot apply funds paid towards a cancellation or substitution fee to future training events. Payment is required even if you don't successfully complete training and earn the credential.

> June 17, 2019 - June 18, 2019 : Missouri Innovation Campus	Register
> June 17, 2019 - June 18, 2019 : Da Vinci Science High School	Register
> June 17, 2019 - June 18, 2019 : The Oakland Center	Register
> June 24, 2019 - June 25, 2019 : Missouri Innovation Campus	Register
> July 8, 2019 - July 9, 2019 : University of Maryland Baltimore County	Register
> July 8, 2019 - July 9, 2019 : Worcester Polytechnic Institute	Register
> July 8, 2019 - July 9, 2019 : Minneapolis Training Venue Hub	Register
> July 8, 2019 - July 9, 2019 : San Diego Training Venue Hub	Register
> July 10, 2019 - July 11, 2019 : Worcester Polytechnic Institute	Register
> July 15, 2019 - July 16, 2019 : Frisco Career and Technical Education Center	Register
> July 15, 2019 - July 16, 2019 : Milwaukee School of Engineering	Register
> July 22, 2019 - July 23, 2019 : Charlotte Training Venue Hub	Register
> July 22, 2019 - July 23, 2019 : San Diego Training Venue Hub	Register
> July 22, 2019 - July 23, 2019 : Seattle Training Venue Hub	Register

Cost	\$500.00	
Seats Remaining	24	
Registration Closes	July 24, 2019 8:00 AM, Eastern Time (US & Canada)	
Venue	Charlotte Training Venue Hub	
Venue Address	Charlotte, NC	
Learn More about the Core Training Venues	https://www.pltw.org/hubs/charlotte-training-venue (https://www.pltw.org/hubs/charlotte-training-venue (https://www.pltw.o	nue)
Start Date	July 24, 2019 8:00 AM, (GMT-05:00) Eastern Time (US & Canada)	
End Date	July 25, 2019 5:00 PM, (GMT-05:00) Eastern Time (US & Canada)	
ugust 5, 2019 - August 6, 2019 : Milv	vaukee School of Engineering	Register
august 12, 2019 - August 13, 2019 : Ro	chester Institute of Technology	Registe
register for Prerequisite Training On		uisite Training Only

ormat	
All Types	
In Person	
Online	

Contact Us at **877.335.7589** or <u>Solutioncenter@pltw.org (mailto:Solutioncenter@pltw.org)</u> ©2018 Project Lead The Way



MCSD-HR011-Revised 08082013

Request for Leave Please Print or Type

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RUN #
Pay Type

	Requested Dates
	From: Time
Kula Shaamakar	07/26/2019
Name Kyla Shoemaker	To: Time
KWHS ELA Teacher	07/30/2019
School/Department Position	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 request holiday or recess period, an explanation of the circumstances must be provided on this statements.	ested, after the date requested or for a day before or after a form or on an attached sheet)
JURY DUTY MILITARY LEAVE	FAMILY MEDICAL LEAVE- Eligible employees may
requi	est up to twelve weeks of unpaid leave. FML application must mpleted & submitted with leave request from.
EXTENDED SICK LEAVE - (Without Pay) Related to: ILLNE A Doctor's statement is required for any extended sick leave that exceeds 30 days	SS INJURY in the line of Duty
OTHER: TEMPORARY DU	TY IN-COUNTY:
Explain	Nature of meeting
2.17	Transfer of moving
TEMPORARY DUTY ELSEWHERE: Nature of meeting	Location:
TEMPORARY DUTY ELSEWHERE: Nature of meeting Freedom Writers Summer Institute	Location: Long Beach, CA
TEMPORARY DUTY ELSEWHERE: Nature of meeting Freedom Writers Summer Institute Travel charged to: FUND FUNCTION OBJ 730	Location: Long Beach, CA ECT CENTER PROJECT 0/330 9015 7004
TEMPORARY DUTY ELSEWHERE: Nature of meeting Freedom Writers Summer Institute Travel charged to: FUND FUNCTION OBJ	Location: Long Beach, CA ECT CENTER PROJECT 0/330 9015 7004
TEMPORARY DUTY ELSEWHERE: Nature of meeting Freedom Writers Summer Institute Travel charged to: 5100 110 110 110 110 110 110 1	Location: Long Beach, CA ECT CENTER PROJECT 0/330 9015 7004
TEMPORARY DUTY ELSEWHERE: Nature of meeting Freedom Writers Summer Institute Travel charged to: 5100 100 100 100 100 100 100 1	Location: Long Beach, CA ECT CENTER PROJECT 0/330 9015 7004 the District office within 30 days of the return date. Attach a
TEMPORARY DUTY ELSEWHERE: Nature of meeting Freedom Writers Summer Institute Travel charged to: FUND Olio Travel charged to: FUND FUNCTION OBJ Olio In order to receive reimbursement for this leave, a travel voucher must be submitted to to 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: 2019.02.26	Location: Long Beach, CA ECT CENTER PROJECT 0/330 9015 7004 the District office within 30 days of the return date. Attach a
TEMPORARY DUTY ELSEWHERE: Nature of meeting Freedom Writers Summer Institute Travel charged to: Travel charged to: 5100 100 100 100 100 100 100 1	Location: Long Beach, CA ECT CENTER PROJECT D/330 9015 7004 the District office within 30 days of the return date. Attach a 02/26/2019 Date:
TEMPORARY DUTY ELSEWHERE: Nature of meeting Freedom Writers Summer Institute Travel charged to: FUND Olio 5100 To order to receive reimbursement for this leave, a travel voucher must be submitted to to 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: 2019.02.26 12:56:34 -05'00'	Location: Long Beach, CA ECT CENTER PROJECT 0/330 9015 7004 the District office within 30 days of the return date. Attach a 02/26/2019 Date: Date: 02/26/2019 Date:
Travel charged to: FUND FUNCTION OBJ In order to receive reimbursement for this leave, a travel voucher must be submitted to to copy of Meeting Notification and/or Agenda Employee Signature: Kyla Shoemaker Date: 2019.02.26 12:27:53 -05'00' Date: 2019.02.26 12:56:34 -05'00' Not Approved:	Location: Long Beach, CA ECT CENTER PROJECT 0/330 9015 7004 the District office within 30 days of the return date. Attach a 02/26/2019 Date: Date: 02/26/2019 Date:
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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 <i>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 weeklong 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