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February 19, 2008

## MEMORANDUM

**TO:** *Reading First* District Contacts and K-12 Reading Plan Contacts

**FROM:** Cari Miller, Director of *Reading First*

**SUBJECT:** *Reading First* Summer Reading Academies and ***New Intervention Academies***

This memorandum is to inform you of the changes that will take place with the *Reading First* Summer Academies for 2008, as well as advise you of an exciting new professional development opportunity for *Reading First* teachers and reading coaches.

During the Summer of 2008, the *Reading First* Summer Academies will be available for all K-5 teachers and K-12 Exceptional Student Education (ESE) teachers as carried out in the past. **However, non-*Reading First* participants will no longer receive stipends from the Just Read, Florida! Office. Districts will need to determine the level of teacher participation, as the district will be responsible for stipends for non-*Reading First* participants.**

**All *Reading First* schools and districts participating in the *Reading First* Summer Academy** will continue to pay the standard district stipend for K-3 teachers and K-3 ESE teachers at *Reading First* schools. This funding will come from your district *Reading First* budget. **All K-3 *Reading First* teachers who have not attended a Summer Reading Academy must attend, as it is a requirement of the *Reading First* grant. Teachers who have attended in the past do not need to attend again, unless the district chooses to allow repeat attendance.**

EVAN B. LEFSKY, PH.D.

EXECUTIVE DIRECTOR, JUST READ, FLORIDA!

**All non-Reading First districts** wishing to host a Summer Reading Academy may do so. Just Read, Florida! will provide Professional Developers, academy materials, and funding for the convening site; however, districts will need to determine the level of teacher participation, as the district will be responsible for providing stipends to non-*Reading First* participants this year.

**All non-Reading First schools within Reading First districts** wishing to participate in a Summer Reading Academy may do so; however, districts will need to determine the level of teacher participation, as the district will be responsible for providing stipends to non-*Reading First* participants this year.

### **New Intervention Academies**

We are pleased to inform you of an exciting professional development opportunity taking place this summer for K-3 reading teachers, K-3 ESE teachers, K-3 ESOL teachers, and reading coaches of *Reading First* schools. Just Read, Florida! will host *Reading First* K-3 Intervention Academies throughout the summer in conjunction with scheduled Summer Reading Academies. For a description of the K-3 *Reading First* Intervention Academy, please view the attached document titled *Intervention Academy Description*. The Intervention Academies are two-day workshops allowing for a maximum of 50 participants per site. To participate in an Intervention Academy, there must be a minimum of two dedicated participants from each participating school. We recommend districts consider any combination of the following participants for the school teams: K-3 reading teacher(s), reading coach, K-3 ESE teacher, and/or K-3 ESOL teacher. The school teams must commit to follow-up in their schools. **The participants must have already attended a *Reading First* Summer Academy as a prerequisite to the Intervention Academy.** If space allows, we will also welcome non-*Reading First* participants; however, districts will need to determine the level of teacher or coach participation, as the district will be responsible for providing stipends to non-*Reading First* participants. Priority will be given to *Reading First* participants. A stipend will be provided to *Reading First* Intervention Academy participants (K-3 teachers, K-3 ESE teachers, K-3 ESOL teachers, and reading coaches of *Reading First* schools) based upon the standard stipend established by each district.

### **Reimbursement for Intervention Academy Participants**

The following information pertains to the reimbursement process for all *Reading First* teachers and reading coaches attending the K-3 Intervention Academy. The Panhandle Area Educational Consortium (PAEC) is the entity that we have again contracted with to serve as fiscal agent for teacher stipends for the *Reading First* K-3 Intervention Academy.

We are asking that the contact for the convening site forward the teacher sign-in sheets back to the District *Reading First* Contact. As the District *Reading First* Contact, you will then need to work with your finance office to ensure that the attached template invoice is completed and submitted to PAEC for payment, along with hard copies of the sign-in sheets with official signatures or initials documenting teacher attendance.

Upon receipt of the invoice, PAEC will send a check to the district reflective of the numbers of Intervention Academy participants who attended the two-day academy. Your district will then reimburse the teachers for their participation, or if you have the fiscal authority and capability, you may certainly pay your teachers prior to reimbursement by PAEC.

If you have any questions concerning the billing or payment, please call Paula Weeks at PAEC at 877-873-7232. No partial payments will be made to teachers for partial attendance. **Teachers are expected to attend the entire academy.**

We recognize that, with the many layers to this process, your teachers will not, in all likelihood, be reimbursed immediately. Much responsibility rests at your district in getting information to PAEC. As you communicate with your teachers, you should inform them that a six week reimbursement turnaround is likely. (The 6 week turnaround is from PAEC's receipt of invoice and complete backup documentation to the time the check is MAILED to the district.) Some may be paid sooner; some later.

Attached you will find the financial package for the *Reading First* K-3 Intervention Academy. Plans are well underway for the K-3 Summer Academies and the Intervention Academies, though a complete schedule has not been finalized. If you are interested in hosting an academy, please contact Carol Norton by phone at 727-243-3155 or via email at [justreadfl@mail.ucf.edu](mailto:justreadfl@mail.ucf.edu). The process of having any teacher attend an academy in a different district needs to be arranged between the district contacts prior to the academy dates.

Please forward this message to anyone in your district who needs this information. Thank you for your support and cooperation in this matter. Please feel free to contact the Just Read, Florida! Office at 850-245-0503 with any questions or concerns.

CM

Attachments

CC: *Reading First* Professional Development  
Panhandle Area Education Consortium (PAEC)