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September 5, 2008

MEMORANDUM

TO: District *Reading First* Contacts
District Reading/Language Arts Directors and Supervisors

FROM: Cari Miller, Director, *Reading First*

Luanne P. Nelson, Director
Reading First Professional Development

SUBJECT: 2008-2009 Fall/Winter K-3 Reading Academies

The *Reading First* Professional Development office would like to thank each of you for a successful summer of K-3 Reading Academies. Throughout the state of Florida, within a ten-week window, we held **forty** K-3 Reading Academies and trained over 2,700 teachers from both *Reading First* and non-*Reading First* schools. Teachers from grades K-5, K-12 ESE teachers, ESOL teachers, reading coaches and administrators attended these reading academies. Many have expressed the need for this professional development endeavor to continue throughout the school year. In response to this request, *Reading First* Professional Development would like to offer Fall/Winter K-3 Reading Academies during the 2008-2009 school year.

For those districts wishing to plan a Fall/Winter K-3 Reading Academy to be held during the 2008-2009 school year, specific guidelines must be followed. Please note that if the district wishes to serve teachers in grades 4-5, in addition to K-3, it is allowable but is based on district discretion..

To host a Fall/Winter K-3 Reading Academy, the district contact needs to first contact their RFPD regional coordinator and complete a *K-3 Reading First Academy Request Form* (see attached). This form must be completed and sent to the *Reading First* Professional Development office for review and approval at least three weeks prior to any academy being held.

DR. EVAN B. LEFSKY

EXECUTIVE DIRECTOR, JUST READ, FLORIDA!

Fall/Winter Reading Academies must be offered and completed between the dates of August 30, 2008 and February 28, 2009 . When planning a Fall/Winter Reading Academy, please consider the following guidelines.

The academy:

- 1) costs for developer and teacher stipends are handled through and based on district funding
- 2) cannot interfere with the implementation of the uninterrupted reading block
- 3) must be held in half-day or full-day increments:
 - a) Four full Saturdays – 8:30 a.m. to 4:00 p.m.
 - b) Eight half-day increments (which will not impact the reading block)
 - c) A combination of half days and Saturdays
 - d) Evening options consisting of eight four-hour professional development sessions
- 4) must be staffed by qualified K-3 Developers active in our 2008 database of K-3 Developers (number of developers is determined by number of participants; the suggested guideline is two developers per 40 participants)
- 5) developers will be paid by and based on a district determined funding plan
- 6) must have training rooms of no more than 40 participants
- 7) must provide the required technology hardware needed to effectively present a K-3 Academy (see *Reading First* Conveners Handbook)
- 8) site must meet the requirements as listed in our *Reading First* Conveners Handbook and be appropriate for adult learners
- 9) participant materials will be sent to districts through the *Reading First* Professional Development office (see *Reading First* Conveners Handbook)

The district contact must give the *Reading First* Professional Development office at least a three week window of notice in order for the K-3 Academy materials to be delivered in a timely fashion. The district contact must work closely with the *Reading First* Professional Development office to schedule delivery and pickup of all materials. Our materials this year and all requested academies will be based on a “first-come first-serve” basis, as K-3 Reading Academy materials will not be reprinted during the 2008-2009 school year.

The district contact also must agree to provide the *Reading First* Professional Development office with an electronic sign-in sheet listing all participants’ names, schools, county, and teaching positions, so we can have an accurate count of academy participants. Our office will work closely with the district contact and our *Reading First* regional coordinators to compile this information electronically. The *Reading First* Professional Development office also requires a hard copy of the academy sign in sheets for each Fall/Winter Academy. These sign in sheets must be faxed to 407.823.1195 at the end of each academy.

Please complete the academy request form as soon as possible if you wish to host a Fall/Winter Reading Academy during the 2008-2009 school year. If you have any questions or concerns about hosting an academy, please call Carol Norton, Director of Technology and Resources at 727.243.3155 or at justreadfl@mail.ucf.edu .

Our goal is to have qualified teachers in all reading classrooms, and through this collaborative effort with each of you, this goal can be achieved.

CM:LPN

Attachment

